TRAINING SUPPORT PACKAGE (TSP)

TSP Number / Title	T228 / CONDUCT DRILL AND CEREMONY
Effective Date	01 Oct 2003
Supersedes TSP(s) / Lesson(s)	P202, Drill and Ceremonies, Feb 99 P202-RC, Drill and Ceremonies, Jun 01
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Proponent	The proponent for this document is the Sergeants Major Academy.
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PREFACE

Purpose

This Training Support Package provides the instructor with a standardized lesson plan for presenting instruction for:

Task Number Task Title

071-990-0006 Conduct Drill and Ceremonies

This TSP Contains

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CONDUCT DRILL AND CEREMONY T228 / Version 1 01 Oct 2003

All Courses	Course Number	<u>Version</u>	Course Title	
Including This Lesson	400-PLDC	1	Primary Leadership Course	Development
	400-PLDC PH II	1	Primary Leadership Course Phase II	Development
Task(s)	Task Number	Task Title		_
Taught (*) or Supported	071-990-0006 (*)	Conduct drill ar	nd ceremonies	
Reinforced	Task Number	Task Title		
Task(s)	None			
Academic Hours	The academic hours	required to teach this	s lesson are as follow	s:
Hours		Resident <u>Hours/Methods</u>		
		1 hrs /Con	ference / Discussion	
	Test	3 hrs /Prao	ctical Exercise	
	Test Review	0 hrs		
	Total Hours:	5 hrs		
Test Lesson Number		<u>Hours</u>	Lesson No.	
Number	Testing (to include test re	viow)	N/A	
	(to include test re		<u>IW/A</u>	
Prerequisite Lesson(s)	Lesson Number	Lesson Title		
Lesson(s)	None			
Clearance Access	Security Level: Uncla Requirements: There		r access requirements	s for the lesson.
Foreign Disclosure Restrictions	FD5. This product/pu coordination with the releasable to student	USASMA foreign dis	sclosure authority. Th	is product is
References				
	Number	<u>Title</u>	<u>Date</u>	Additional Information
	FM 3-21.5	DRILL AND CEREMONIES	7 July 2003	

Student Study Assignments

Before class--

- Read SH-1, Advance Sheet.
- Read SH-2, Extracted Material from FM 3-21.5.

During class--

- Participate in all classroom discussions.
- Participate in a three-hour practical exercise.
- Participate in a one-hour performance evaluation.
- Complete the practical exercise.

After class--

• Turn in recoverable references after the examination for this lesson.

Instructor Requirements

1:8, SSG, PLDC graduate, ITC, and SGITC qualified

Additional Support Personnel Requirements

<u>Name</u>					
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Equipment Required for Instruction

ID Name	<u>Stu</u> <u>Ratio</u>	Instr Ratio	<u>Spt</u>	<u>Qty</u>	<u>Exp</u>
7110-00-T81-1805 DRY ERASE BOARD	1:16	1:2	N	1	N
7510-01-424-4867 EASEL, (STAND ALONE) WITH PAPER	1:16	1:2	N	1	N

<u>Stu</u>

Ratio

Materials Required

Instructor Materials:

• TSP

None

Student Materials:

- Issued to student during inprocessing:
 - SH-1, Advance Sheet.
 - SH-2, Extracted Material from FM 3-21.5.
- PE-1 and Drill and Ceremony Performance Test Sheet issued to student during class.
- Pen or pencil and writing paper.

Classroom, Training Area, and Range Requirements

CLASSROOM (40X40 PER 16 STUDENTS) PARADE OR DRILL FIELD

Ammunition Requirements

<u>ld</u>	<u>Name</u>	<u>Exp</u>	<u>Stu</u> Ratio	<u>Instr</u> Ratio	<u>Spt</u> Qty
None					

Instructional Guidance

NOTE: Before presenting this lesson, instructors must thoroughly prepare by studying this lesson and identified reference material.

Before class--

- Read and study all TSP material and be ready to conduct the class.
- Study the PE and be ready to conduct the PE during the three hours of practical exercise.
- Conduct the class in accordance with this TSP.

During class--

- During PLDC, have each student complete PE-1.
- Conduct Drill and Ceremony Performance Test, TE-1 during the time frame designated on the training schedule.
- This TSP has questions throughout to check learning or generate discussion among the group members. You may add any questions you deem necessary to bring a point across to the group or expand on any matter discussed.
- During class provide to the students PE-1 in Appendix C and the Drill and Ceremony Performance Test Sheet in App. B, page B-3.

After class--

Collect and turn in all recoverable materials.

Proponent Lesson Plan Approvals

<u>Name</u>	<u>Rank</u>	Position	<u>Date</u>
/s/ Curtiss W. Garner	GS09	Training Specialist	
/t/ Garner, Curtiss W.			
/s/ Frank W. Berta	GS09	Course Chief, PLDC	
/t/ Berta, Frank W.			
/s / Brian H Lawson.	SGM	Chief, NCOES	
/t/ Lawson, Brian H.		,	
/s/ John W. Mayo	SGM	Chief, CDDD	
/t/ Mays, Albert J.		,	

SECTION II. INTRODUCTION

Method of Instruction: Conference / Discussion

Technique of Delivery: Small Group Instruction (SGI)

Instructor to Student Ratio is: 1:8

Time of Instruction: 5 mins

Media: None

Motivator

Military history reveals that armies throughout the world have participated in some form of drill. The primary value of drill was to prepare the troops for battle. For the most part, the drill procedures practiced were identical to the tactical maneuvers employed on the battlefield.

Drill in the United States Army goes back to Valley Forge on 23 February 1778, when Baron von Steuben wrote drill movements and regulations at night and taught them the following day to a model company of 120 men selected from the line. Discipline became a part of military life for these selected individuals as they learned to respond to command without hesitation. This new discipline instilled in the individual a sense of alertness, urgency, and attention to detail.

Although the Army does not normally employ on the battlefield, the procedures taught in drill today, those objectives accomplished by drill—teamwork, confidence, pride, alertness, attention to detail, esprit de corps, and discipline—are just as important to our modern day Army as they were to the Continental Army.

Traditionally, the Army seeks out noncommissioned officers for advice on drill and ceremonies, and now you have the opportunity to get the necessary training to carry on that proud tradition. The purpose of this lesson is not to make you an expert on drill and ceremonies but rather to provide you with a solid background in the subject. To become an expert requires more time, years of study, and experience.

Terminal Learning Objective

NOTE: Inform the students of the following Terminal Learning Objective requirements. At the completion of this lesson, you [the student] will:

Action:	Conduct dismounted drill.
Conditions:	As a team/squad/section leader, given a squad-sized element of soldiers and FM 3-21.5 (SH-2).
Standards:	 Conducted dismounted drill by Identifying common drill terms. Forming and marching a squad. IAW FM 3-21.5 (SH-2).

Safety Requirements

Instructors act as safety observers during the conduct of all training. Ensure students observe safe practices at all times. If conducting the practical exercise outside, take precautions dependent on the weather. The training area should be generally flat and free from debris.

Risk Assessment Level

Low

Environmental Considerations

NOTE: It is the responsibility of all soldiers and DA civilians to protect the environment from damage.

Evaluation

At the end of the Drill and Ceremony block of instruction, you will receive a three-hour practical exercise, followed by a one-hour performance evaluation. The practical exercise will not affect your academic rating for the course. For the performance evaluation, when conducting squad drill, you must correctly perform 16 out of the 23 performance steps in order to achieve a GO.

NOTES:

- Inform the students of where their examinations and performance evaluations will take place as posted on the training schedule and when they will receive feedback on the tests.
- Include any retest information.
- Inform the students that they must turn in all recoverable reference material after the examination.

Instructional Lead-In

An army that drills well indicates a well-trained and disciplined army. Drill provides the building blocks for any army that has teamwork, confidence, pride, alertness, attention to detail, esprit de corps, and discipline. All of these elements are essential to an army that hopes to enter into battle and win.

During this lesson we will discuss common drill terms, the types of commands, and the command voice. You will also have the opportunity to practice and conduct squad drill.

SECTION III. PRESENTATION

NOTE: Inform the students of the Enabling Learning Objective requirements.

A. ENABLING LEARNING OBJECTIVE

ACTION:	Identify common drill terms.
CONDITIONS:	As a student in a classroom environment given FM 3-21.5 (SH-2).
STANDARDS:	Identified common drill terms IAW FM 3-21.5 (SH-2).

1. Learning Step / Activity 1. Drill Terms and Definitions

Method of Instruction: Conference / Discussion Technique of Delivery: Small Group Instruction (SGI)

Instructor to Student Ratio: 1:8
Time of Instruction: 40 mins
Media: None

NOTE: Direct students to FM 3-21.5 (SH-2), Chap 2 thru 4, 6, and Glossary

Let's begin by discussing drill terms and definitions.

QUESTION: How does FM 3-21.5 define drill?

ANSWER: "Certain movements by which a unit (or individuals) is moved in a uniform manner from one formation to another, or from one place to another. Movements are executed in unison and with precision."

Ref: FM 3-21.5 (SH-2), p glossary-2

As stated in the introduction to this lesson, most armies used drill in one form or another. The primary purpose of drill was to practice tactical formations to prepare soldiers for battle.

Today, drill formations bear little resemblance to the tactical formations that we use on the modern battlefield.

QUESTION: How does FM 3-21.5 define ceremonies?

ANSWER: "Formations and movements in which a number of troops execute movements in unison and with precision just as in drill; however, their primary value is to render honors, preserve tradition, and stimulate esprit de corps."

Ref: FM 3-21.5 (SH-2), p glossary-2

From ancient times, armies throughout the world conducted ceremonies to commemorate victory over the enemy, honor comrades in arms, celebrate special

occasions, or to honor the dead. Ceremonies take many forms but the most common are reviews and parades.

NOTE: Ask the following questions and call on different students to answer. Clarify answers by having students turn to FM 3-21.5 (SH-2), Chap 6, and use students as demonstrators to explain each drill term. Then proceed to the next term.

Element

QUESTION: How does FM 3-21.5 define the term **element**?

ANSWER: "An individual, squad, section, platoon, company, or larger unit forming as part of the next higher unit."

Ref: FM 3-21.5 (SH-2), p glossary-2

QUESTION: What does the term interval mean?

ANSWER: The lateral space between elements.

Ref: FM 3-21.5 (SH-2), p glossary-3

There are three basic intervals we will discuss relating to drill terms.

Normal interval is the lateral space between soldiers, measured from right to left by the soldier on the right holding his left arm shoulder high, fingers and thumb extended and joined, with the tip of his middle finger touching the right shoulder of the soldier to his left.

Ref: FM 3-21.5 (SH-2), p glossary-3, p 6-4, para 6-5a, and p 6-5, Fig 6-2

Close interval is the lateral space between soldiers measured from right to left by the soldier on the right placing the heel of his left hand on his hip, even with the top of the belt line, fingers and thumb joined and extended downward, with his elbow in line with the body, and touching the arm of the soldier to his left.

Ref: FM 3-21.5 (SH-2), p glossary-3, p 6-5, para 6-5b, and p 6-6, Fig 6-3

Double interval is the lateral space between soldiers, measured from right to left by raising both arms shoulder high with the fingers extended and joined (palms down) so that the fingertips are touching the fingertips of the soldier to the right and to the left.

Ref: FM 3-21.5 (SH-2), p glossary-3, and p 6-6, para 6-5c

Distance

QUESTION: How does FM 3-21.5 define the term **distance**?

ANSWER: "The space between elements when the elements are one behind the

other."

Ref: FM 3-21.5 (SH-2), p glossary-2

Distance between units varies with the size of the formation. Distance between

individuals is an arm's length to the front plus 6 inches, or approximately 36 inches,

measured from the chest of one soldier to the back of the soldier immediately to the

front.

Formation

QUESTION: How does FM 3-21.5 define the term formation?

ANSWER: "The arrangement of elements of a unit in a prescribed manner."

Ref: FM 3-21.5 (SH-2), p glossary-2

The squad has two prescribed formations--line and column. Let's look at each

of these.

A line formation is a formation in which the elements are side by side or abreast

of each other. In a platoon line, the members of each squad are abreast of each

other with the squads one behind the other. A column formation is a formation in

which the elements are one behind the other. When a platoon is in a column

formation, members of each squad are one behind the other, with the squads abreast

of each other.

Ref: FM 3-21.5 (SH-2), p glossary-2 and p 6-2, Fig 6-1

Miscellaneous Terms

QUESTION: How does FM 3-21.5 define the term rank?

ANSWER: "A line that is one element in depth."

Ref: FM 3-21.5 (SH-2), p glossary-3 and p 6-2, Fig 6-1

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QUESTION: How does FM 3-21.5 define term file?

ANSWER: "A column that has a front of one element."

Ref: FM 3-21.5 (SH-2), p glossary-2 and p 6-2, Fig 6-1

QUESTION: How does FM 3-21.5 define alignment?

ANSWER: "The arrangement of several elements on the same line."

Ref: FM 3-21.5 (SH-2), p glossary-1

QUESTION: How does FM 3-21.5 define cover?

ANSWER: "Aligning oneself directly behind the man to one's immediate front while maintaining correct distance."

Ref: FM 3-21.5 (SH-2), p glossary-2

QUESTION: How does FM 3-21.5 define the term head?

ANSWER: "The leading element of a column."

Ref: FM 3-21.5 (SH-2), p glossary-3 and p 6-2, Fig 6-1

QUESTION: How does FM 3-21.5 define the term flank?

ANSWER: "The right or left side of any formation as observed by an element within that formation."

Ref: FM 3-21.5 (SH-2), p glossary-2 and p 6-2, Fig 6-1

QUESTION: How does FM 3-21.5 define front?

ANSWER: "The space from side to side of a formation, including the right and left elements."

Ref: FM 3-21.5 (SH-2), p glossary-3 and p 6-2, Fig 6-1

QUESTION: How does FM 3-21.5 define depth?

ANSWER: "The space from front to rear of a formation, including the front and rear element."

Ref: FM 3-21.5 (SH-2), p glossary-2

NOTE: Point out that the "Column of Twos" diagram indicates the soldiers in the front and rear are part of the "depth" of the formation.

QUESTION: How does FM 3-21.5 define the term base?

ANSWER: "The element on which a movement is planned or regulated."

Ref: FM 3-21.5 (SH-2), p glossary-1 and p 6-2, Fig 6-1

QUESTION: What does the term post mean?

ANSWER: The correct place for an officer or noncommissioned officer to stand in a prescribed formation.

Ref: FM 3-21.5 (SH-2), p glossary-3 and p 6-2, Fig 6-1

QUESTION: What does the term guide mean?

ANSWER: The person responsible for maintaining the prescribed direction and rate of march.

Ref: FM 3-21.5 (SH-2), p glossary-3 and p 6-2, Fig 6-1

QUESTION: What does the term cadence mean?

ANSWER: The uniform rhythm in which a movement is executed, or the number of steps or counts per minute at which a movement is executed.

Ref: FM 3-21.5 (SH-2), p glossary-2

QUESTION: What does the term step mean?

ANSWER: The prescribed distance measured from one heel to the other heel of a marching soldier.

Ref: FM 3-21.5 (SH-2), p glossary-3

Commands

Let's now discuss drill commands.

QUESTION: What is a drill command?

ANSWER: A drill command is an oral order of a commander or leader.

Ref: FM 3-21.5 (SH-2), p 3-1

QUESTION: What are the rules for giving drill commands when a unit drills as a separate unit and not as part of a larger formation?

ANSWER:

- At the "halt," the commander faces the troops when giving commands. On the commands that set the unit in motion (marching from one point to another), the leader moves simultaneously with the unit to maintain correct positioning within the formation.
- When marching the leader turns his head in the direction of the troops to give commands.
- Exceptions to these rules occur during ceremonies.
- When elements drill as part of a larger unit, the rules for supplementary commands apply.
- The commander gives the command **AS YOU WERE** to revoke a preparatory command that he has given. The command **AS YOU WERE** must be given before the command of execution.

Ref: FM 3-21.5 (SH-2), p 3-1, para 3-1a thru e

QUESTION: What are the four types of commands?

ANSWER: Two-part commands, combined commands, supplementary commands, and directives.

Ref: FM 3-21.5 (SH-2), p 3-1 thru 3-3, para 3-2 thru 3-5

Two-Part Commands

Let's discuss each of these commands. Most drill commands are two-part commands—the preparatory command and the command of execution. The preparatory command notifies you of the movement that you will execute and mentally prepares you to execute it. The command of execution tells when to execute the movement. An example of a two-part command is *Forward*, MARCH. *Forward* is the preparatory command and MARCH is the command of execution.

Combined Commands

When you give the preparatory command and the command of execution at the same time, they are combined commands. Give these commands without inflection and at a uniformly high pitch and loudness. Examples of combined commands are **FALL IN. AT EASE**, and **REST**.

Supplementary Commands

Supplementary commands are oral orders given by a subordinate leader that

reinforce and complement a commander's order (echoing the command).

These commands ensure that the soldiers understand and execute the

movement. They extend down to the lowest subordinate leader in charge of an

element required to accomplish the movement as part of a larger formation.

Supplementary commands may be a preparatory command, a portion of a

preparatory command, or a two-part command. An example of a supplementary

command is FILE FROM THE LEFT, COLUMN LEFT, MARCH. After the

preparatory command FILE FROM THE LEFT, COLUMN LEFT, the squad leaders

simultaneously give the preparatory command. The first squad leader commands

COLUMN LEFT and all other squad leaders command **STAND FAST**.

Directives

Directives are oral orders given by the commander that direct or cause a

subordinate leader to take action. Directives are given in sentence form and normally

prefaced by terms. An example of a directive is HAVE YOUR UNITS or BRING

YOUR UNITS.

Command Voice

Let's now discuss the command voice.

QUESTION: What is command voice?

ANSWER: Command voice is the method a leader uses to verbally deliver a command everyone in the unit can understand. Correct commands have tone,

cadence, and snap that demand willing, correct, and immediate response.

Ref: FM 3-21.5 (SH-2), p 3-4, para 3-6

NOTE: Have the students turn to FM 3-21.5 (SH-2), pp 3-4 and 3-5, para 3-6 thru 3-

9. Call on different students to explain and demonstrate voice control,

distinctiveness, inflection, and cadence. Paraphrase any of the following points if not

covered by student discussion.

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Voice Control

Ease in voice control comes through good posture, proper breathing, confidence, and correct adjustment of throat and mouth muscles. Normally, the commander is to the front and center of the unit and speaks facing the unit. The commander must adjust the loudness of his voice to reach everyone without applying unnecessary exertion. The best posture for giving commands is the position of attention. The most important muscle used to control breathing, when giving commands, is the diaphragm. The throat, mouth, and nose act as amplifiers and help to give fullness and projection to the voice.

Distinctiveness

Distinct commands are effective; you should pronounce commands correctly by enunciating clearly, making full use of the lips, tongue, and lower jaw. To develop the ability to give clear, distinct commands, first practice giving commands slowly. Then gradually increase the rate of delivery, still enunciating each syllable distinctly.

Inflection

Inflection is the rise and fall in pitch and tone changes of the voice when giving commands. The preparatory command is the command that indicates movement. Pronounce each preparatory command with a rising inflection (see FM 3-21.5 (SH-2), p 3-5, Fig 3-1). The most desirable pitch, when beginning a preparatory command, is near the level of the natural speaking voice.

The command of execution is the command that indicates when to execute the movement. Give it with plenty of snap in a sharper tone and in a slightly higher pitch than the last syllable of the preparatory command.

In combined commands, such as **FALL IN** and **FALL OUT**, give these commands without inflection and with the uniform high pitch and loudness of a normal command of execution.

Cadence

Cadence, in commands, means a uniform and rhythmic flow of words. The

interval between commands is uniform in length for any given troop unit.

For the squad or platoon in March, except when supplementary commands are

necessary, the interval of time is that which allows one step (or count) between the

preparatory command and the command of execution. Use the same interval for

commands given at the Halt.

Start longer commands, such as *Right flank*, MARCH, so that the preparatory

command will end on the proper foot, and leave a full count between the preparatory

command and command of execution.

CHECK ON LEARNING:

QUESTION: What does the term formation mean?

ANSWER: The arrangement of elements of a unit in a prescribed manner.

Ref: FM 3-21.5 (SH-2), p glossary-2

QUESTION: What does the term head mean?

ANSWER: The leading element of a column.

Ref: FM 3-21.5 (SH-2), p glossary-3 and p 6-2, Fig 6-1

QUESTION: What does the term depth mean?

ANSWER: The space from front to rear of a formation, including the front and rear element.

Ref: FM 3-21.5 (SH-2), p glossary-2 and p 6-2, Fig 6-1

QUESTION: What does the term step mean?

ANSWER: The prescribed distance measured from one heel to the other heel of a marching

soldier.

Ref: FM 3-21.5 (SH-2), p glossary-3

NOTE: ELO B consists of a three-hour practical exercise scheduled throughout the remainder of the course. You may skip to the summary and complete Sections IV and V now.

Break TIME: 00:50 to 01:00

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B. ENABLING LEARNING OBJECTIVE

ACTION:	Form and march a squad.
CONDITIONS:	Given a squad-sized element of soldiers and FM 3-21.5 (SH-2).
STANDARDS:	Formed and marched a squad while using proper cadence and command voice IAW FM 3-21.5 (SH-2).

1. Learning Step / Activity 1. Form and march a squad

Method of Instruction: Practical Exercise

Technique of Delivery: Small Group Instruction (SGI)

Instructor to Student Ratio: 1:8
Time of Instruction: 3 hrs
Media: PE-1

Practical Exercise

The next three hours of this lesson consist of a practical exercise scheduled throughout the remainder of the course. During this part of the lesson, you will have the opportunity to serve in a leadership position. In this position, you will conduct squad drill, and practice drill, commands, and command voice.

Your performance test will take place during the time frame designated on the training schedule.

NOTES:

- Pass out and explain the procedures outlined on the PE-1 (C-1 and C-2).
- Pass out the Drill and Ceremony Performance Test Sheet.
- Explain to the students that during the performance test they must perform to standard all the drill movements listed on the sheet.
- Move the students to the drill area.
- Conduct a demonstration to show students the proper use of command voice and drill commands.
- Determine the drill capabilities of the group and gear practice time accordingly. Concentrate your efforts on weaker students.
- Review FM 3-21.5 (SH-2) as appropriate for the practical exercise in squad drill to ensure that you
 cover all the material relating to squad drill.
- Monitor student presentation at all times. Use the Drill and Ceremony Performance Test Sheet as a
 guide to evaluate each presentation. Make on-the-spot corrections (if student conducting drill fails to
 do so).
- Time allotted for each student presentation will be at your discretion, but base this time on the needs of the individual student.
- Critique each student individually after completion of the PE. Inform the student of any particularly strong or weak areas and recommend any necessary corrective action.

NOTE: If you did not complete Sections IV and V, do so at this time.

2. Learning Step / Activity 2. Performance Evaluation, TE-1

Method of Instruction: Test
Technique of delivery: Small Group Instruction (SGI)

Instructor to Student Ratio is: 1:1 Time of Instruction: 1 hr

Media: TE-1

Performance Test

Conduct Performance Evaluation, TE-1, App B, p B-1 thru B-4.

NOTE: Follow the guidelines for the Drill and Ceremony Performance Test Sheet (App B). Use the Drill and Ceremony Performance Test Sheet to evaluate each soldier's ability to direct a squad in the execution of the drill movements while using proper cadence and command voice.

CHECK ON LEARNING: The performance test serves as the check on learning for this ELO.

SECTION IV. SUMMARY

Method of Instruction: Conference / Discussion

Technique of Delivery: Small Group Instruction (SGI)

Instructor to Student Ratio is: 1:8

Time of Instruction: 5 mins

Media: None

Check on Learning

QUESTION: What does the term alignment mean?

ANSWER: The arrangement of several elements on the same line.

Ref: FM 3-21.5 (SH-2), p glossary-1

QUESTION: What does the term cover mean?

ANSWER: Align yourself directly behind the man to your immediate front while maintaining correct distance.

Ref: FM 3-21.5 (SH-2), p glossary-2

QUESTION: What does the term front mean?

ANSWER: The space from side to side of a formation including, the right and left elements.

Ref: FM 3-21.5 (SH-2), p glossary-3

QUESTION: What does the term **post** mean?

ANSWER: The correct place for an officer or noncommissioned officer to stand in a prescribed formation.

Ref: FM 3-21.5 (SH-2), p glossary-3

QUESTION: What are the parts of the two-part command?

ANSWER: The preparatory command and the command of execution.

Ref: FM 3-21.5 (SH-2), p 3-1, para 3-2

Review / Summarize Lesson

During this lesson we discussed common drill terms, the types of commands, and the command voice. Having a good working knowledge of these items will allow you to move your soldiers in an organized manner.

SECTION V. STUDENT EVALUATION

Testing Requirements

NOTE: Describe how the student must demonstrate accomplishment of the TLO. Refer student to the Student Evaluation Plan.

This lesson includes a performance test during the time frame designated on the training schedule to evaluate your ability to conduct squad drill while using proper cadence and command voice. You must correctly perform 16 out of the 23 performance steps in order to achieve a GO.

Feedback Requirements

NOTE: Feedback is essential to effective learning. Schedule and provide feedback on the evaluation and any information to help answer students' questions about the test. Provide remedial training as needed.

Appendix A Viewgraph Masters (N/A)

Appendix B Test(s) and Test Solution(s)

PERFORMANCE EVALUATION, TE-1

Considerations

SOP.

Overview	This performance test measures the student's ability to perform the minimum drill movements expected of a soldier in a squad leader position.			
Administrative Instructions	Be sure you have resolved any problems you may have encountered during PE-1.			
msuucuons	Ensure you have adequate copies of SH-2, Extracted Material from FM 3-21.5.			
Personnel Requirements	Number of students to evaluate: 8.			
Troquii oiii oiii o	Number of evaluators: 1 per group.			
Equipment Required	You will not need any equipment unless required by your local SOP for conduct of this examination.			
Classroom or Training Area	Parade or drill area large enough to accommodate a 1:8 instructor to student ratio with entire class size.			
Evaluation Planning Time	Administrative: None.			
	After Action Review: 5 minutes.			
Break	According to local academy commandant's time.			
Instructions to Students	1. Using proper cadence and command voice, you must perform to standard the drill movements listed on the Drill and Ceremony Performance Test sheet. You must correctly perform 16 or more of the 23 performance steps IAW FM 3-21.5 (SH-2) to achieve an overall "GO."			
	2. You must:			
	 a. Form the squad (actions and commands listed on B-3). b. Conduct rest positions at the halt (positions listed on B-3). c. Conduct facing movements (movements listed on B-3). d. March the squad (commands listed on B-3). e. End performance (measures listed on B-3). 			
	3. The following rating applies toward graduation and honors. Your academic score derives from dividing the number of correct performance steps and measures by the total number of performance steps and measures. A score of:			
	 a. 0-69 rates UNSATISFACTORY. b. 70-89 rates SATISFACTORY. c. 90-100 rates SUPERIOR. d. Retest is SATISFACTORY with a maximum score of 70 percent. 			
Environmental Considerations	You must comply with all appropriate environmental considerations IAW your local			

Safety Requirements

You must comply with all appropriate safety considerations IAW your local SOP. Ensure students observe safe practices at all times. If conducting the performance evaluation outside, take precautions dependent on the weather. Training area should be generally flat and free from debris and obstacles.

Evaluation Criteria

The student must correctly perform 16 out of the 23 performance steps in order to achieve a "GO." A "GO" is a graduation requirement IAW Course Management Plan, Chap 1, p 1-3.

Retest

There is only one retest authorized. The student must complete the performance steps in their entirety in the retest.

Drill and Ceremony Performance Test Sheet (T228)

STUDENT RANK & NAME				STUDENT NO:				
(Last, First, MI): SGL RANK & NAME:			SQUAD:			CLASS NO:		
Performance Steps and Measures			Initial Test Date:			Retest Date:		
	FORMIN	G THE SQUAD:		GO	NO (GO	GO	NO GO
Assumes	the position of atten	tion 3 Steps in front ar	nd centered on	NA	N/	4	NA	NA
squad.								
Command	•							
	squad in line formati	on.						
Present A								
Order Arn								
		IONS AT THE HALT:		GO	NO (GO	GO	NO GO
Parade R								
Stand-at-l	zase.							
At Ease.								
Rest.	E 4 O D 1	2 M2VEMENT		00	NO	00	00	NO 00
Laft Face		G MOVEMENT:		GO	NO (GO	GO	NO GO
Left Face.								
Right Fac								
About Face.			GO	NO (\sim	GO	NO GO	
Column L		H THE SQUAD:		GO	NO	GU	GO	NO GO
Column R								
	-							
Column Half Right. Column Half Left.								
Left Flank.								
Right Flank. Rear March.								
Left Step.								
Right Step.								
END PERFORMANCE:			GO	NO	GO	GO	NO GO	
Cadence.			00	110	<u> </u>		140 00	
Command	1 Voice							
Dismiss the Squad.								
			0			0		
RATING: 0-69 = Unsatisfactory 70-89 = Satisfactory 90-100 = Superior			Score Score					
Ouperio		ory with a minimum score	e of 70 percent.					
Superior -	-0=100% -1=96% -	Satisfactory -3=87%		-6=74% -7	=70%	Un	satisfactory	-8=65%
2=91%								
Strengths	:		Weaknesses:					
Remarks:			1					
INITIAL TEST	SGL Signature		Student Signatu	ıre				
RE- TEST	SGL Signature		Student Signatu	ıre				
	l		I					

ADDENDUM TO DEVELOPMENTAL COUNSELING FORM

Student Name:	Student #: SGL Name:
	DRILL AND CEREMONY PERFORMANCE EVALUATION
TRAINING STRE	NGTHS:
-	
TRAINING WEA	KNESSES:
-	
001 DEVELOR	AFNITAL COUNCELING BLAN OF ACTION
SGL DEVELOPI	MENTAL COUNSELING PLAN OF ACTION:
STUDENT PLAN	OF ACTION:
OTOBERTT EAR	OF ACTION.
ADDITIONAL CO	DMMENTS:
-	
Soldier signa	ture Rank Date
1,	, acknowledge that I received formal counseling
on my performan development with	,,,, acknowledge that I received formal counseling ce and understand the evaluation that I have received. I have discussed the recommendations for my SGL and have developed the plan of action indicated above. (REF: FM 22-100, APP C)
SGL signature:	Date:
Feedback Requirements	NOTE: Inform the students of where the examinations will take place as posted on the training schedule and when they will receive feedback on the tests. Include any retest information.

Practical Exercise Sheet

Title	Conduct Drill and Ceremony, PE-1			
Lesson Number/Title	T228 version 1 / Conduct Drill and Ceremony			
Introduction	The next three hours of this lesson consist of a practical exercise scheduled in blocks throughout the remainder of the course. You will practice drill commands, command voice, and squad drill.			
Motivator	In a leadership position you must conduct dismounted drill. This practical exercise will illustrate just how important knowing proper drill commands is to you, the leader. These commands will allow you to move your squad in an organized manner.			
Learning Step/Activity	NOTE: The instructor should inform the students of the following Learning Step/Activity requirements. (ELO B.1).			
	At the completion	on of this lesson, you [the student] will:		
	Action:	Form and march a squad.		
	Conditions:	Given a squad-sized element of soldiers and FM 3-21.5 (SH-2).		
	Standards:	Formed and marched a squad while using proper cadence and command voice IAW FM 3-21.5 (SH-2).		
Safety Requirements	Instructors act as safety observers during the conduct of all training. Ensure students observe safe practices at all times. If conducting the practical exercise outside, take precautions dependent on the weather. The training area should be generally flat and free from debris.			
Risk Assessment Level	Low			
Environmental Considerations	None			
Evaluation	You will not receive a solution sheet for this practical exercise. However, your instructor will evaluate you on your ability to conduct all the performance steps and measures listed on the Drill and Ceremony Performance Test Sheet, (App B, p B-3).			
Instructional Lead-In	This PE requires you to apply the information you learned in this lesson to direct a squad in the execution of the drill movements while using proper cadence and command voice.			
Resource Requirements	Area large enough to conduct drill and ceremonies and FM 3-21.5 (SH-2).			

Procedures

This practical exercise is three hours total scheduled in blocks throughout the remainder of the course.

- You must conduct squad drill at selected intervals during this period. You accomplish this at the direction of your instructor.
- Study the information provided in FM 3-21.5 (SH-2) that relates to squad drill.

Feedback Requirements

Using the Drill and Ceremony Performance Test Sheet as a guide, your instructor will provide you with a critique to inform you of your strong and weak points, and may recommend areas that require additional study to help you meet the Academy's standards.

HANDOUTS FOR LESSON 1: T228 version 1

This Appendix This appendix contains the items listed in this table-Contains

Title/Synopsis	Pages
SH-1, Advance Sheet	SH-1-1
SH-2, Extracted Material from FM 3-21.5	SH-2-1

Student Handout 1

Advance Sheet

Lesson Hours

This lesson consists of one hour of small group instruction, three hours of practical exercises, and one hour of test.

Overview

As a leader, you will have to move your soldiers in an organized manner. For you to accomplish this task you must first know how to conduct drill movements and to use drill commands and command voice properly.

Learning Objective

Terminal Learning Objective (TLO).

Action:	Conduct dismounted drill.	
Conditions:	As a team/squad/section leader, given a squad-sized element of soldiers and FM 3-21.5 (SH-2).	
Standards:	 Conducted dismounted drill by Identifying common drill terms. Forming and marching a squad. IAW FM 3-21.5 (SH-2). 	

ELO A Identify common drill terms. **ELO B** Form and march a squad.

Assignment

The student assignments for this lesson are:

- Read SH-1, Advance Sheet.
- Read SH-2, Extracted Material from FM 3-21.5.

Additional Subject Area Resources

None

Bring to Class

- SH-1, Advance Sheet.
- SH-2, Extracted Material from FM 3-21.5.
- Pencil or pen and writing paper.

Note to Students

It is your responsibility to do the homework prior to class. We expect you to come to class prepared. We expect you to participate in the discussion by providing information you learned from your study and also your personal and observed experiences. Failure to study and read the assignments above will result in your inability to participate with the rest of the group. Not having your input affects the group's ability to fully discuss the information.

Student Handout 2

Extracted Material from FM 3-21.5

This Student Handout Contains

This student handout contains 42 pages of extracted material from the following publication:

FM 3-21.5, Drill and Ceremonies, 7 Jul 03

Preface	p vii
Chapter 1	p 1-1 thru 1-3
Chapter 2	p 2-1 thru 2-9
Chapter 3	p 3-1 thru 3-5
Chapter 4	p 4-1 thru 4-11
Chapter 6	p 6-1 thru 6-10
Glossary	p 1 thru 3

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PREFACE

This field manual provides guidance for Armywide uniformity in the conduct of drill and ceremonies. It includes methods of instructing drill, teaching techniques, individual and unit drill, manual of arms for infantry weapons, and various other aspects of basic drill instruction.

This manual is designed for use by soldiers of all military occupational skills, to include the new soldier in the initial entry training environment. Since all situations or eventualities pertaining to drill and ceremonies cannot be foreseen, commanders may find it necessary to adjust the procedures to local conditions. However, with the view toward maintaining consistency throughout the Army, the procedures prescribed herein should be followed as closely as possible.

Personnel preparing to give drill instruction must be thoroughly familiar with Chapters 3 through 7 before attempting to teach material in Chapters 8 and 9.

For ease in distinguishing a preparatory command from a command of execution, the commands of execution appear in **BOLD CAP** letters and preparatory commands appear in **Bold Italic** letters. Reference to positions and movements appear in **Italics**.

AR 670-1 should be used as a reference for the proper wearing of uniforms and insignia.

The proponent of this publication is the U.S. Army Infantry School. Send comments and recommendations to <u>doctrine@benning.army.mil</u> or on DA Form 2028 directly to Commandant, U.S. Army Infantry School, ATTN: ATSH-ATD, Fort Benning, Georgia 31905-5410.

Unless this publication states otherwise, masculine nouns and pronouns do not refer exclusively to men.

PART ONE **DRILL**

"Gentlemen: you have now reached the last point. If anyone of you doesn't mean business let him say so now. An hour from now will be too late to back out. Once in, you've got to see it through. You've got to perform without flinching whatever duty is assigned you, regardless of the difficulty or the danger attending it. If it is garrison duty, you must attend to it. If it is meeting fever, you must be willing. If it is the closest kind of fighting, anxious for it. You must know how to ride, how to shoot, how to live in the open. Absolute obedience to every command is your first lesson. No matter what comes you mustn't squeal. Think it over - all of you. If any man wishes to withdraw he will be gladly excused, for others are ready to take his place."

Theodore Roosevelt, Remarks to Recruits, 1898

CHAPTER 1 INTRODUCTION

The purpose of drill is to enable a commander or noncommissioned officer to move his unit from one place to another in an orderly manner; to aid in disciplinary training by instilling habits of precision and response to the leader's orders; and to provide for the development of all soldiers in the practice of commanding troops.

1-1. HISTORY

Military history reveals that armies throughout the world participated in some form of drill. The primary value of drill, historically, is to prepare troops for battle. For the most part, the drill procedures practiced are identical to the tactical maneuvers employed on the battlefield. Drill enables commanders to quickly move their forces from one point to another, mass their forces into a battle formation that affords maximum firepower, and maneuver those forces as the situation develops.

- a. In 1775, when this country was striving for independence and existence, the nation's leaders were confronted with the problem of not only establishing a government but also of organizing an army that was already engaged in war. From the "shot heard around the world," on 19 April 1775, until Valley Forge in 1778, Revolutionary forces were little more than a group of civilians fighting Indian-style against well-trained, highly disciplined British Redcoats. For three years, General George Washington's troops had endured many hardships—lack of funds, rations, clothing, and equipment. In addition, they had suffered loss after loss to the superior British forces. These hardships and losses mostly stemmed from the lack of a military atmosphere in country. Thus, an army was created with little or no organization, control, discipline, or teamwork.
- b. Recognizing the crisis, General Washington, through Benjamin Franklin, the American Ambassador to France, enlisted the aid of a Prussian officer, Baron Friedrich

von Steuben. Upon his arrival at Valley Forge on 23 February 1778, von Steuben, a former staff officer with Frederick the Great, met an army of several thousand half-starved, wretched men in rags. He commented that a European army could not be kept together in such a state. To correct the conditions that prevailed, he set to work immediately and wrote drill movements and regulations at night and taught them the following day to a model company of 120 men selected from the line.

- c. Discipline became a part of military life for these selected individuals as they learned to respond to command without hesitation. This new discipline instilled in the individual a sense of alertness, urgency, and attention to detail. Confidence in himself and his weapon grew as each man perfected the fifteen 1-second movements required to load and fire his musket. As the Americans mastered the art of drill, they began to work as a team and to develop a sense of pride in themselves and in their unit.
- d. Watching this model company drill, observers were amazed to see how quickly and orderly the troops could be massed and maneuvered into different battle formations. Officers observed that organization, chain of command, and control were improved as each man had a specific place and task within the formation. Later, the members of the model company were distributed throughout the Army to teach drill. Through drill, they improved the overall effectiveness and efficiency of the Army.
- e. To ensure continuity and uniformity, von Steuben, by then a major general and the Army Inspector General, wrote the first Army field manual in 1779, The Regulations for the Order and Discipline of the Troops of the United States, commonly referred to as the Blue Book. The drill procedures initiated at Valley Forge were not changed for 85 years, until the American Civil War, and many of the drill terms and procedures are still in effect today.
- f. Drill commands are about the same as at the time of the War of 1812, except that then the officers and noncommissioned officers began them by saying, "Take care to face to the right, right, face." Also, during the American revolutionary period, troops marched at a cadence of 76 steps a minute instead of the current cadence of 120 steps. Then units performed precise movement on the battlefield, and the army that could perform them best was often able to get behind the enemy, or on his flank, and thus beat him. Speed spoiled the winning exactness. Also, firearms did not shoot far or accurately in 1776, so troop formations could take more time to approach the enemy.
- g. As armament and weaponry improved, drill had to adapt to new tactical concepts. Although the procedures taught in drill today are not normally employed on the battlefield, the objectives accomplished by drill—professionalism, teamwork, confidence, pride, alertness, attention to detail, esprit de corps, and discipline—are just as important to the modern Army as they were to the Continental Army.

1-2. MILITARY MUSIC

The earliest surviving pictorial, sculptured, and written records show musical or quasimusical instruments employed in connection with military activity for signaling during encampments, parades, and combat. Because the sounds were produced in the open air, the instruments tended to be brass and percussion types. Oriental, Egyptian, Greek, Roman, and American Indian chronicles and pictorial remains show trumpets and drums of many varieties allied to soldiers and battles.

- a. **Bugle Calls.** Bugle calls are used in U.S. military service as the result of the Contintental Army's contact with the soldiers and armies from Europe during the revolutionary period. After the American Revolution, many of the French (and English) bugle calls and drum beats were adopted by the United States Army.
- b. **Attention.** This is taken from the British "Alarm," at which call the troops turned out under arms.
- c. **Adjutant's Call.** The adjutant's call indicates that the adjutant is about to form the guard, battalion, or regiment.
- d. **To the Color.** The old cavalry call, "To the Standard," in use from about 1835, was replaced by the present call of "To the Color."
- e. **National Anthem.** "The Star Spangled Banner" officially became the National Anthem by law on 3 March 1931, in Title 36, United States Code 170.
- f. **Sound Off.** The band, in place, plays "Sound Off" (three chords). It then moves forward and, changing direction while playing a stirring march, troops the line and marches past the soldiers in formation, then returns to its post. Upon halting, the band again plays three chords.
- g. **Retreat.** Retreat is the ceremony that pays honors to the national flag when it is lowered in the evening.
- h. **Official Army Song.** The official Army song, "The Army Goes Rolling Along," was formally dedicated by the Secretary of the Army on Veterans Day, 11 November 1956, and officially announced on 12 December 1957 (AR 220-90). In addition to standing while the National Anthem is played, Army personnel stand at attention whenever the official song is played. Although there is no Department of the Army directive in this regard, commanders, other officers, and other personnel can encourage the tribute to the Army by standing at attention when the band plays "The Army Goes Rolling Along."

CHAPTER 2 DRILL INSTRUCTIONS

"Troops who march in an irregular and disorderly manner are always in great danger of being defeated."

Vegetius: De Re Militari: A.D. 378

Section I. INSTRUCTIONAL METHODS

The progress made by individuals and units in precise and unified action in drill is determined by the following:

- The methods of instruction and the thoroughness of the instructor.
- The organization of soldiers into units of the most effective instructional size.

The three methods of instruction used to teach drill to soldiers are: step-by-step, talk-through, and by-the-numbers. The character of the particular movement being taught will indicate the most effective method to use. As a rule, marching movements are taught using the step-by-step method. Movements that require numerous or simultaneous actions by an individual or unit are best taught using the talk-through method. Movements that have two or more counts are taught using the by-the-numbers method.

To ensure that a soldier develops satisfactory proficiency during the time allotted, and to ensure a complete and consistent presentation by the drill instructor, each movement (regardless of the method used) should be presented using three teaching stages: explanation, demonstration, and practice.

2-1. EXPLANATION

In the explanation stage, the instructor must:

- Give the name of the movement.
- Give the practical use for the movement.
- Give the command(s) for the movement and explain its elements: the preparatory command and the command of execution. He must also discuss the command(s) necessary to terminate the movement. (Supplementary commands are discussed where appropriate in the explanations.)

This is how an instructor teaches a marching movement using the first teaching stage.

"Platoon, ATTENTION. AT EASE. The next movement (position), which I will name, explain, and have demonstrated, and which you will conduct practical work on, is the 30-Inch Step From the Halt. This movement is used to march an element from point A to point B in a uniform manner. The command to execute this movement is Forward, MARCH. This is a two-part command: Forward is the preparatory command, and MARCH is the command of execution. The command to terminate this movement is HALT. HALT is also a two-part command when preceded by a preparatory command such as Squad or Platoon. I will use Demonstrator as the preparatory command and HALT as the command of execution. When given, these commands are as follows: Forward, MARCH; Demonstrator, HALT."

2-2. **DEMONSTRATION**

In the demonstration stage, the instructor may use the step-by-step, talk-through, or by-the-numbers methods of instruction.

NOTE: The instructor may demonstrate the movement himself, modifying his position when necessary to maintain eye-to-eye contact with personnel being instructed.

a. **Step-by-Step Method of Instruction.** In the step-by-step method of instruction, the explanation and demonstration are combined, and the movements are taught one step at a time.

NOTE: The letters P, I, C, or A have been added to the end of certain paragraphs to help the reader understand the five-step process used in all marching movements known as the PICAA effect. Put simply, the Preparatory command, the Command of execution and the Action step—executing the movement—are all given or executed when the same foot strikes the marching surface. The Intermediate step and Additional step are executed with the other foot

- (1) The instructor explains that on the command of execution, the demonstrator takes only one step and then stops in position until the command *Ready*, **STEP** (for the next step) is given. While the demonstrator is stopped in position, the instructor makes on-the-spot corrections and explains the actions to be taken on the next step. The instructor then has the demonstrator execute the movement at normal cadence.
- (2) This is how an instructor teaches the demonstration stage when using the step-by-step method of instruction:
 - "Demonstrator, POST. I will use the step-by-step method of instruction. On the preparatory command Forward of Forward, MARCH, without noticeable movement, shift the weight of the body onto the right foot. Forward."
 - "On the command of execution MARCH of *Forward*, MARCH, step forward 30 inches with the left foot. The head, eyes, and body remain as in the *Position of Attention*. The arms swing in natural motion, without exaggeration and without bending the elbows, about 9 inches straight to the front and 6 inches straight to the rear of the trouser seams. The fingers and thumbs are curled as in the *Position of Attention*, just barely clearing the trousers. MARCH."
 - "On the command of execution **STEP** of *Ready*, **STEP**, execute a 30-inch step with the trail foot. Once again, ensure that the head, eyes, and body remain as in the *Position of Attention*, and that the arms swing naturally, without exaggeration and without bending the elbows, about 9 inches straight to the front and 6 inches straight to the rear of the trouser seams. The fingers

- and thumbs are curled, as in the *Position of Attention*, barely clearing the trousers. *Ready*, **STEP**. Notice that there are two steps explained: one from the *Halt* and one while marching."
- "The command to terminate this movement is **HALT**. The preparatory command *Demonstrator* of *Demonstrator*, **HALT**, may be given as either foot strikes the marching surface. However, the command of execution **HALT** of *Demonstrator*, **HALT**, must be given the next time that same foot strikes the marching surface. The *Halt* is executed in two counts."
- "On the command of execution STEP of *Ready*, STEP, execute a 30-inch step with the trail foot. When that foot strikes the marching surface, the demonstrator will receive the **preparatory** command *Demonstrator* of *Demonstrator*, HALT. *Ready*, *STEP*. *Demonstrator*." (P—step 1 of the PICAA process)
- "On the command of execution **STEP** of *Ready*, **STEP**, execute a 30-inch step with the trail foot. This is the **intermediate** (or thinking) step required between the preparatory command and the command of execution. *Ready*, **STEP**." (I—step 2 of the PICAA process)
- "On the command of execution STEP of *Ready*, STEP, execute a 30-inch step with the trail foot. When the foot strikes the marching surface, the demonstrator will receive the **command of execution HALT** of *Demonstrator*, HALT. *Ready*, STEP. HALT. The *Halt* is executed in two counts." (C—step 3 of the PICAA process)
- "On the command of execution STEP of *Ready*, STEP, execute a 30-inch step with the trail foot, this being the additional step required after the command of execution. *Ready*, STEP." (A—step 4 of the PICAA process)
- "On the command of execution STEP of *Ready*, STEP, bring the trail foot alongside the lead foot, reassuming the *Position of Attention*, thus terminating this movement. (*Ready*, STEP. RE-FORM.) At normal cadence, this movement would look as follows: *Forward*, MARCH. *Demonstrator*, HALT. AT EASE." (A—step 5 of the PICAA process)
- "Platoon, what are your questions pertaining to this movement when executed at normal cadence or when using the step-by-step method of instruction? (Clarify all questions.)"
- "Demonstrator, ATTENTION. You will now become my assistant instructor. FALL OUT."

NOTE: Notice that when marching, there are five steps in the step-by-step method of instruction: 1 - Preparatory command step; 2 - Intermediate step; 3 - Command of execution step; 4 - Additional step; and 5 - Action step.

- b. **Talk-Through Method of Instruction.** In this method the explanation and demonstration are combined. Each movement. or action by the individual is executed as it is orally described.
- (1) The instructor simply tells the demonstrator how and what he wants him to do. The demonstrator executes the movement as the instructor describes it. Then the instructor has the demonstrator execute the movement at normal cadence.
- (2) This is how an instructor teaches the demonstration stage when using the talk-through method of instruction:
 - "Demonstrator, POST. I will use the talk-through method of instruction. On the command of execution ATTENTION or FALL IN, sharply bring the heels together and on line, with the toes forming a 45-degree angle. Rest the weight of the body equally on the heels and balls of both feet. The legs are straight without locking the knees; the body is erect; hips level; chest, lifted and arched; and shoulders, square and even. Keep the head erect and face straight to the front with the chin drawn in so that the alignment of the head and neck is vertical. The arms hang straight without stiffness. The fingers are curled so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trousers with the first joint of the fingers touching the trouser legs. Remain silent and do not move unless otherwise directed."
 - "AT EASE. This position, executed at normal cadence, is as follows: *Demonstrator*, ATTENTION. AT EASE. FALL IN. AT EASE."
 - Platoon, what are your questions pertaining to the *Position of Attention* when executed at normal cadence or when executed using the talk-through method of instruction?" (Clarify all questions.)
 - *Demonstrator*, ATTENTION. You will be my assistant instructor, FALL OUT."

NOTE: When teaching squad, platoon, or company drills, this method should be modified so that individuals are talked into position rather than through the position.

c. **By-the-Numbers Method of Instruction.** *By-The-Numbers* is the command used to begin instructing one count at a time. *Without-The-Numbers* is the command used to terminate single-count instruction and return to normal cadence. The explanation and demonstration are combined. Movements are explained and demonstrated one count at a time.

- (1) The instructor has the demonstrator execute the movement by the numbers (one count at a time). The instructor then has the demonstrator execute the movement at normal cadence.
- (2) This is how an instructor teaches the demonstration stage using the by-thenumbers method of instruction:
 - "Demonstrator, POST. I will use the by-the-numbers method of instruction. Port Arms from Order Arms is a two-count movement. On the command of execution ARMS of Port, ARMS, this being count one, grasp the barrel of the rifle with the right hand and raise the rifle diagonally across the body, ensuring that the right elbow remains down without strain. Simultaneously, grasp the rifle with the left hand at the handguard just forward of the slip ring, keeping the rifle about 4 inches from the belt. By-the-numbers, Port, ARMS."
 - "On count two, release the grasp of the rifle with the right hand and regrasp the rifle at the small of the stock. Keep the rifle held diagonally across the body, about 4 inches from the belt, elbows drawn in at the sides, and ensure the right forearm is horizontal, thus assuming the position of *Port Arms*. *Ready*, *TWO*."
 - "Order Arms from Port Arms is a three-count movement. On the command of execution ARMS of Order, ARMS, this being count one, release the grasp of the rifle with the right hand and move the right hand up and across the body, approaching the front sight assembly from the right front, and firmly grasp the barrel without moving the rifle. Ensure the right elbow remains down without strain. Order, ARMS."
 - "On count two, release the grasp of the rifle with the left hand, and with the right hand lower the rifle to the right side until it is about 1 inch off the marching surface. At the same time, guide the rifle into place with the left hand at the flash suppressor, fingers and thumb extended and joined, palm facing the rear. *Ready*, TWO."
 - "On count three, sharply move the left hand to the left side as in the *Position of Attention* and, at the same time, gently lower the rifle to the marching surface with the right hand, assuming the position of *Order Arms. Ready*, **THREE.**"
 - "At normal cadence, these commands (movements) are as follows: *Without-the-numbers, Port, ARMS. Order, ARMS. AT EASE*"
 - "Platoon, what are your questions pertaining to *Port Arms* from *Order Arms* and *Order Arms* from *Port Arms* when executed at normal cadence or when executed by-the-numbers?" (Clarify all questions.)

• "Demonstrator, ATTENTION. You will be my assistant instructor. FALL OUT." (Notice that there is no Ready, ONE command.)

2-3. PRACTICE

The practice stage is executed in the same manner as the demonstration stage except that the instructor uses the proper designator for the size of his element. However, the instructor does not have his element execute the movement at normal cadence until his element has shown a satisfactory degree of proficiency executing the movement using the selected method of instruction

Section II. INSTRUCTIONAL TECHNIQUES

Basic drill instruction includes line and U-formations, stationary and moving cadence counts, and dedicated instruction to units and individuals.

2-4. FORMATIONS

Instruction and practical work, in all phases of drill, can best be presented by using the U-formation or line formation. As a rule, stationary movements are taught using the U-formation; marching movements, to include squad, platoon, and company drills, are best taught from the line formation. Soldiers should be taught in the smallest formation possible to ensure individual attention; however, squad drill, whenever possible, should be taught to squad-size units, platoon drill to platoon-size units, and company drill to company-size units.

- a. The U-formation is formed by the instructor commanding *Count*, OFF.
- (1) On the command of execution "OFF" of *Count*, OFF, all personnel, except the right flank personnel, turn their head and eyes to the right and the right flank personnel count off with "ONE." After the right flank soldiers have counted their number, the soldiers to their left count off with the next higher number and simultaneously turn their head and eyes to the front. All other members of the formation count off in the same manner until the entire formation has counted off. The instructor then commands *First and second squads*, FALL OUT.
- (2) On the command of execution "FALL OUT," the first squad faces to the right, and the second squad faces to the left. After the squads have faced, the instructor commands *U-formation*, FALL IN.
- (3) On the command of execution **"FALL IN,"** the following actions happen simultaneously:
 - The first squad executes a *Column Left* and takes one more step than the highest number counted when the formation counted off; halts, and faces to the left without command.
 - The second squad marches forward until the lead man clears the last vacated position of the first squad and then executes a *Column Right*, taking three more steps than the highest number counted when the formation counted off; halts, and faces to the right without command.
 - The third squad stands fast, and the fourth squad executes one 15-Inch Step to the Left. The instructor ensures that the first and second squads are one step in

front of and one step outside the flanks of the third squad before commanding **AT EASE** beginning the instruction.

- (4) To re-form the platoon in a line formation, the commands are: **FALL OUT** (pause); **FALL IN.** The members of the platoon execute in the reversre manner as prescibed above, taking the same number of steps.
- b. When instructing using the line formation at normal interval, it is recommended that the first rank kneels (right knee), second rank executes one 15-Inch Step to the Left and kneels (left knee), third rank stands fast, and the fourth rank takes one 15-Inch Step to the Left. The instructor adjusts any additional ranks as necessary to ensure they are uncovered. This formation can quickly be formed by commanding Instructional Formation, MARCH. To re-form the unit into a line formation, the command is FALL IN. The members of the platoon execute in the reverse manner as prescribed above.
- c. The instructor may find using the extended rectangular formation more suitable for use.
- (1) To form the extended rectangular formation, the instructor commands *Extend to the left*, MARCH. All right flank soldiers stand fast and extend their arms at shoulder level, elbows locked, fingers and thumbs extended and joined, palms facing down. All other soldiers turn to the left and double-time forward. After taking a sufficient number of steps, the soldiers stop and face to the front and extend their arms in the same manner as the right flank soldiers, ensuring that there is about 12 inches between all soldiers. Dress is to the right and cover is to the front. The remainder of the body is in the position of attention.
- (2) The instructor then commands *Arms downward*, **MOVE**. The soldiers lower their arms sharply to the sides as in the position of attention.
 - (3) The instructor then commands *Left*, Face. All soldiers execute a left face.
- (4) The instructor then commands *Extend to the left*, MARCH. All soldiers execute as previously described.
- (5) The instructor then commands *Arms downward*, **MOVE**. All soldiers execute as previously described.
 - (6) The instructor then commands *Right*, FACE. All soldiers execute a right face.
- (7) The instructor then commands *From front to rear*, COUNT OFF. (COUNT OFF is the entire command of execution). Each member of the first rank turns their head and eyes to the right and counts off with "ONE," then faces back to the front. The remaining ranks execute in the same manner as the first rank counting off in the same manner as the first rank until the entire formation has counted off. The members of the last (rear) rank do not turn their head and eyes.
- (8) The instructor then commands *Even numbers to the left,* UNCOVER. All even numbered soldiers jump squarely in the center of the interval, resuming the position of attention. The formation is now prepared for instruction.
- (9) To return the formation to the original configuration, the instructor commands *Assemble to the right*, MARCH. All soldiers double-time to their original position in formation.
 - d. The instructor may find the circular formation more suitable for training.
- (1) The instructor positions himself in front of the lead soldier in the lead squad and commands *Circle formation*, FOLLOW ME. The instructor double-times in a circle large enough for the formation and moves to the center of the circle. The members of the

lead squad follow at an arms length plus 6 inches (approximately 40 inches total). The squad leaders of the following squads begin double-timing at the correct distance from the last soldier in the preceding squad without command. After the entire formation is in a circle, the instructor comes to the position of attention and commands *Quick time*, **MARCH**. The soldiers begin marching normally. The instructor then gives directives to individual soldiers and corrects the distance between them until each member is at approximately double arm interval.

- (2) The instructor then commands the formation to *Halt* using the appropriate preparatory command.
- (3) The instructor then commands *Left*, FACE. All personnel face toward the instructor. The formation is now ready for instruction.
- (4) To return the formation to its original configuration, the instructor commands the formation to attention and commands **FALL OUT**, and then **FALL IN**. On the command **FALL IN**, all soldiers return to their original position in formation.

NOTE: When conditions do not warrant this formation, soldiers may be directed to remain standing and to uncover. To assemble the unit, the command **FALL IN** is given.

2-5. INSTRUCTORS

When acting as instructors or assistant instructors, officers and noncommissioned officers go wherever they are needed. They correct mistakes and ensure steadiness and proper performance in ranks. When an individual shows that he is unable to execute the proper movements or assume the proper position, the instructor may physically assist the soldier.

2-6. CADENCE COUNTING

To enable soldiers to learn or maintain cadence and develop rhythm, the instructor should have them count cadence while marching.

- a. To count cadence while marching at quick time, the instructor gives the preparatory command, *Count Cadence*, as the left foot strikes the marching surface, and the command of execution, *COUNT*, the next time the left foot strikes the marching surface. The soldier begins to count the next time the left foot strikes the marching surface and counts as each foot strikes the marching surface—*ONE*, *TWO*, *THREE*, *FOUR*. To count cadence while double-timing, the procedures are basically the same, except the soldier only counts each time the left foot strikes the marching surface. To maintain cadence when marching, soldiers will be allowed to sing, or a drummer's beat may provide cadence.
- b. For stationary movements of two or more counts, the instructor commands *In Cadence, Right*, FACE. The soldier simultaneously executes the first count of the movement on the command of execution and sounds off, **ONE**; as he executes the second count he sounds off, **TWO**.

NOTE: To halt execution of movements in cadence, the instructor commands *Without Cadence*, and resumes normal drill methods. For example, *Without Cadence*, MARCH when marching at *Count Cadence* or *Without Cadence*, *Left*, FACE for stationary movements.

- c. As soldiers begin to master the art of drill, instructors try to create a spirit of competition among individuals and between units. Although repetition is necessary when teaching drill, instructors use competitive drill exercises to ensure that drill does not become boring or monotonous.
- d. Mass commands are used to develop confidence and promote enthusiasm. They are effective in developing a command voice when instructing a leadership course. Procedures for using mass commands are discussed in Chapter 3.

COMMANDS AND THE COMMAND VOICE

"The spirit of discipline, as distinct from its outward and visible guises, is the result of association with martial traditions and their living embodiment."

B. H. Liddell Hart, Thoughts on War, 1944

Section I. COMMANDS

A drill command is an oral order of a commander or leader. The precision with which a movement is executed is affected by the manner in which the command is given.

3-1. RULES

The following rules for giving commands apply to the commander when the unit drills as a separate unit and not as part of a larger formation.

- a. When at the *Halt*, the commander faces the troops when giving commands. On commands that set the unit in motion (marching from one point to another), the commander moves simultaneously with the unit to maintain correct position within the formation. (See Chapter 4, paragraphs 4-5c and 4-14, for more information on facing in marching.)
- b. When marching, the commander turns his head in the direction of the troops to give commands.
- c. Exceptions to these rules occur during ceremonies, which are discussed in Chapter 10.
- d. When elements drill as part of a larger unit, the rules for supplementary commands apply (paragraph 3-4).
- e. The commander gives the command **AS YOU WERE** to revoke a preparatory command that he has given. The command **AS YOU WERE** must be given before the command of execution. The commander cannot cancel the command of execution with **AS YOU WERE**. If an improper command is not revoked, the personnel execute the movement in the best manner possible.

3-2. TWO-PART COMMANDS

Most drill commands have two parts: the preparatory command and the command of execution. Neither part is a command by itself, but the parts are termed commands to simplify instruction. The commands *Ready, Port, ARMS*, and *Ready, Aim*, FIRE, are considered to be two-part commands even though they contain two preparatory commands.

- a. The preparatory command states the movement to be carried out and mentally prepares the soldier for its execution. In the command *Forward*, MARCH, the preparatory command is *Forward*.
- b. The command of execution tells when the movement is to be carried out. In *Forward*, MARCH, the command of execution is MARCH.

c. To change direction of a unit when marching, the preparatory command and command of execution for each movement are given so they begin and end on the foot in the direction of the turn: *Right Flank*, MARCH is given as the right foot strikes the marching surface, and *Left Flank*, MARCH as the left foot strikes the marching surface. The interval between the preparatory command and the command of execution is always one step or count. The preparatory command and command of execution are always given when the same foot strikes the marching surface.

3-3. COMBINED COMMANDS

In some commands, the preparatory command and the command of execution are combined; for example, **FALL IN**, **AT EASE**, and **REST**. These commands are given without inflection and at a uniformly high pitch and loudness comparable to that for a normal command of execution.

3-4. SUPPLEMENTARY COMMANDS

Supplementary commands are oral orders given by a subordinate leader that reinforce and complement a commander's order. They ensure proper understanding and execution of a movement. They extend to the lowest subordinate leader exercising control over an element affected by the command as a separate element within the same formation.

a. A supplementary command may be a preparatory command, a portion of a preparatory command, or a two-part command. It is normally given between the preparatory command and the command of execution. However, when a command requires an element of a unit to execute a movement different from other elements within the same formation, or the same movement at a different time, subordinate leaders give their supplementary commands at the time prescribed by the procedures covering that particular movement.

EXAMPLE:

The platoon is in column formation, and the platoon leader commands *Column of Twos From the Left* (pause), MARCH. The first and second squad leaders command *Forward;* the third and fourth squad leaders command STAND FAST. On the command of execution MARCH, the first and second squads march forward. At the appropriate time, the squad leader (third squad) nearest the moving element commands *Column Half Left,* MARCH (for both remaining squads). As the third and fourth squad leaders reach the line of march, they automatically execute a *Column Half Right* and obtain normal distance behind the first and second squads.

b. A subordinate leader gives all supplementary commands over his right shoulder except when his command is based on the actions of an element on his left or when the subelement is to execute a *Column Left (Half Left)* or *Left Flank*. Giving commands over the left shoulder occurs when changing configuration or a formation, such as forming a file or a column of fours and re-forming. (See Chapter 7, paragraph 7-14, for more information on forming a file and re-forming.)

EXAMPLE:

The platoon is in column formation and is going to form a file to the left. The left flank squad leader will give the supplementary command *Column*, **LEFT** over the left shoulder, since the movement will be to the left. The other squad leaders will give the supplementary command **STAND FAST** over the left shoulder as their movement will be to the left and is based on an element to the left

NOTE: When in formation at present arms and the preparatory command *Order* of *Order*, **ARMS** is given, subordinate leaders terminate their salute before giving their supplementary command.

- c. Supplementary commands are not given by a subordinate leader for the combined commands **FALL IN**, **AT EASE**, **REST** or for mass drill when his element forms as part of a massed formation. However, supplementary commands are given when forming a mass or when forming a column from a mass. (See Chapter 4, note following paragraph 4-3d.)
- d. Except for commands while in mass formation, platoon leaders give supplementary commands following all preparatory commands of the commander. When the preparatory command is *Company*, the platoon leaders immediately come to *Attention* and command *Platoon*. The company commander allows for all supplementary commands before giving the command of execution.
- e. When no direction is given, the response is understood to be *Forward*; when no rate of march is given, the response is *Quick Time*. Normally, when a direction or rate of march is included in the preparatory command, only the direction or rate of march is given as a supplementary command.

3-5. DIRECTIVES

Directives are oral orders given by the commander that direct or cause a subordinate leader to take action.

- a. The commander gives directives rather than commands when it is more appropriate for subordinate elements to execute a movement or perform a task as independent elements of the same formation.
- b. Directives are given in sentence form and are normally prefaced by the terms **HAVE YOUR UNITS** or **BRING YOUR UNITS**.

EXAMPLE:

HAVE YOUR UNITS OPEN RANKS AND STACK ARMS; BRING YOUR UNITS TO PRESENT ARMS.

c. TAKE CHARGE OF YOUR UNITS is the only directive on which a commander relinquishes his command and on which salutes are exchanged.

Section II. THE COMMAND VOICE

A correctly delivered command will be understood by everyone in the unit. Correct commands have a tone, cadence, and snap that demand willing, correct, and immediate response.

3-6. VOICE CONTROL

The loudness of a command is adjusted to the number of soldiers in the unit. Normally, the commander is to the front and center of the unit and speaks facing the unit so that his voice reaches everyone.

- a. The voice must have carrying power, but excessive exertion is unnecessary and harmful. A typical result of trying too hard is the almost unconscious tightening of the neck muscles to force sound out. This produces strain, hoarseness, sore throat, and worst of all, indistinct and jumbled sounds instead of clear commands. Ease is achieved through good posture, proper breathing, correct adjustment of throat and mouth muscles, and confidence.
- b. The best posture for giving commands is the position of *Attention*. Soldiers in formation notice the posture of their leader. If his posture is unmilitary (relaxed, slouched, stiff, or uneasy), the subordinates will imitate it.
- c. The most important muscle used in breathing is the diaphragm—the large muscle that separates the chest cavity from the abdominal cavity. The diaphragm automatically controls normal breathing and is used to control the breath in giving commands.
- d. The throat, mouth, and nose act as amplifiers and help to give fullness (resonance) and projection to the voice.

3-7. DISTINCTIVENESS

Distinctiveness depends on the correct use of the tongue, lips, and teeth, which form the separate sounds of a word and group the sounds into syllables. Distinct commands are effective; indistinct commands cause confusion. All commands can be pronounced correctly without loss of effect. Emphasize correct enunciation (distinctiveness). To enunciate clearly, make full use of the lips, tongue, and lower jaw.

To develop the ability to give clear, distinct commands, practice giving commands slowly and carefully, prolonging the syllables. Then, gradually increase the rate of delivery to develop proper cadence, still enunciating each syllable distinctly.

3-8. INFLECTION

Inflection is the rise and fall in pitch and the tone changes of the voice.

- a. The preparatory command is the command that indicates movement. Pronounce each preparatory command with a rising inflection. The most desirable pitch, when beginning a preparatory command, is near the level of the natural speaking voice. A common fault with beginners is to start the preparatory command in a pitch so high that, after employing a rising inflection for the preparatory command, it is impossible to give the command of execution with clarity or without strain. A good rule to remember is to begin a command near the natural pitch of the voice (Figure 3-1).
- b. The command of execution is the command that indicates when a movement is to be executed. Give it in a sharper tone and in a slightly higher pitch than the last syllable

of the preparatory command. It must be given with plenty of snap. The best way to develop a command voice is to practice.

c. In combined commands, such as **FALL IN** and **FALL OUT**, the preparatory command and command of execution are combined. Give these commands without inflection and with the uniform high pitch and loudness of a normal command of execution.

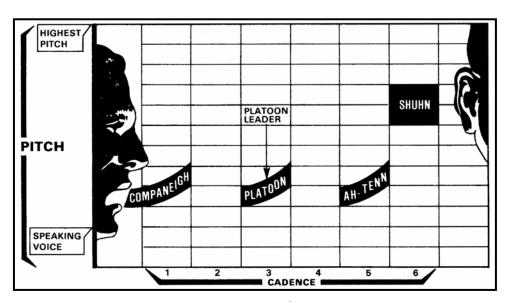


Figure 3-1. Diagram of a command.

3-9. CADENCE

Cadence, in commands, means a uniform and rhythmic flow of words. The interval between commands is uniform in length for any given troop unit. This is necessary so that everyone in the unit will be able to understand the preparatory command and will know when to expect the command of execution.

- a. For the squad or platoon in *March*, except when supplementary commands need to be given, the interval of time is that which allows one step (or count) between the preparatory command and the command of execution. The same interval is used for commands given at the *Halt*. Longer commands, such as *Right flank*, MARCH, must be started so that the preparatory command will end on the proper foot, and leave a full count between the preparatory command and command of execution.
- b. When supplementary commands are necessary, the commander should allow for one count between the preparatory command and the subordinate leader's supplementary command, and an additional count after the subordinate command but before the command of execution.

CHAPTER 4 INDIVIDUAL DRILL

"Maintain discipline and caution above all things, and be on the alert to obey the word of command. It is both the noblest and the safest thing for a great army to be visibly animated by one spirit."

Archidamus of Sparta: To the Lacaedaenwnian expeditionary force departing for Athens, 431 B.C.

NOTE: The explanation of a movement that may be executed toward either flank is given in this chapter for only one flank. To execute the movement toward the opposite flank, substitute left for right or right for left in the explanation.

Section I. STATIONARY MOVEMENTS

This section contains most of the individual positions and stationary movements required in drill. These positions and the correct execution of the movement, in every detail, should be learned before proceeding to other drill movements.

Movements are initiated from the position of attention. However, some rest movements may be executed from other rest positions.

4-1. POSITION OF ATTENTION

Two commands can be used to put personnel at the *Position of Attention*:

- **FALL IN** is used to assemble a formation or return it to its original configuration.
- The two-part command for *Attention* is used for soldiers at a rest position.

Assume the *Position of Attention* on the command **FALL IN** or the command **Squad (Platoon)**, **ATTENTION**.

- a. To assume this position, bring the heels together sharply on line, with the toes pointing out equally, forming a 45-degree angle. Rest the weight of the body evenly on the heels and balls of both feet. Keep the legs straight without locking the knees. Hold the body erect with the hips level, chest lifted and arched, and the shoulders square.
- b. Keep the head erect and face straight to the front with the chin drawn in so that alignment of the head and neck is vertical.
- c. Let the arms hang straight without stiffness. Curl the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of the trouser leg with the first joint of the fingers touching the trousers (Figure 4-1, page 4-2).
 - d. Remain silent and do not move unless otherwise directed.

NOTE: This position is assumed by enlisted soldiers when addressing officers, or when officers are addressing officers of superior rank.

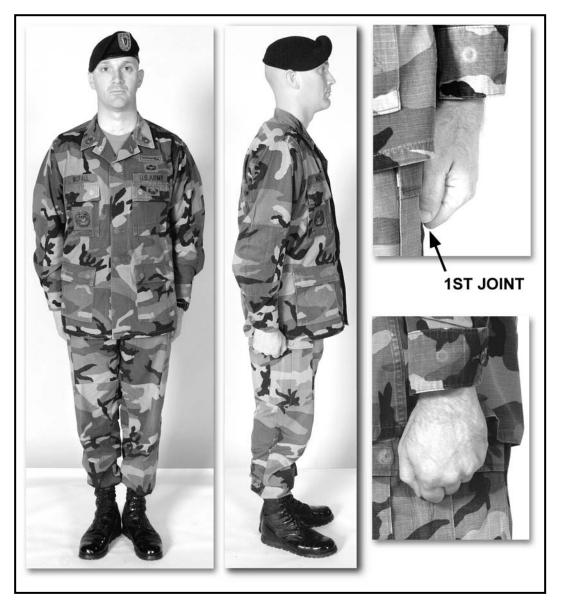


Figure 4-1. Position of Attention.

4-2. REST POSITIONS AT THE HALT

Any of the positions of rest may be commanded and executed from the *Position of Attention*.

- a. **Parade Rest.** *Parade Rest is* commanded only from the *Position of Attention*. The command for this movement is *Parade*, **REST**.
- (1) On the command of execution **REST**, move the left foot about 10 inches to the left of the right foot. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet.
- (2) Simultaneously, place the hands at the small of the back and centered on the belt. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward (Figure 4-2).

(3) Keep the head and eyes as in the *Position of Attention*. Remain silent and do not move unless otherwise directed. *Stand at Ease, At Ease,* and *Rest* may be executed from this position.

NOTE: Enlisted soldiers assume this position when addressing all noncommissioned officers or when noncommissioned officers address noncommissioned officers of superior rank.



Figure 4-2. Parade Rest.

- b. **Stand At Ease.** The command for this movement is **Stand at, EASE**. On the command of execution **EASE**, execute *Parade Rest*, but turn the head and eyes directly toward the person in charge of the formation. *At Ease* or *Rest* may be executed from this position.
- c. **At Ease.** The command for this movement is **AT EASE**. On the command **AT EASE**, the soldier may move; however, he must remain standing and silent with his right foot in place. The soldier may relax his arms with the thumbs interlaced. *Rest* may be executed from this position.

- d. **Rest**. The command for this movement is **REST**. On the command **REST**, the soldier may move, talk, smoke, or drink unless otherwise directed. He must remain standing with his right foot in place. **AT EASE** must be executed from this position to allow soldiers to secure canteens, other equipment, and so forth.
- **NOTE:** On the preparatory command for *Attention*, immediately assume *Parade Rest* when at the position of *Stand at Ease*, *At Ease*, or *Rest*. If, for some reason, a subordinate element is already at attention, the members of the element remain so and do not execute parade rest on the preparatory command, nor does the subordinate leader give a supplementary command.

4-3. FACING AT THE HALT

Five facing movements can be executed from the *Position of Attention:* Left (Right), FACE, Half Left (Half Right), FACE, and About, FACE.

- **NOTE:** *Half Left (Half Right)*, **FACE** should only be used in situations when a 90-degree facing movement would not face an element in the desired direction (for example, for a stationary element to face the direction of the flag to render honors [reveille or retreat]).
- a. Facing to the Flank is a two-count movement. The command is **Left (Right)**, **FACE.**
- (1) On the command of execution **FACE**, slightly raise the right heel and left toe, and turn 90 degrees to the left on the left heel, assisted by a slight pressure on the ball of the right foot. Keep the left leg straight without stiffness and allow the right leg to bend naturally.
- (2) On count two, place the right foot beside the left foot, resuming the *Position of Attention*. Arms remain at the sides, as in the *Position of Attention*, throughout this movement (Figure 4-3).



Figure 4-3. Left Face.

- b. Facing to the Rear is a two-count movement. The command is About, FACE.
- (1) On the command of execution **FACE**, move the toe of the right foot to a point touching the marching surface about half the length of the foot to the rear and slightly to the left of the left heel. Rest most of the weight of the body on the heel of the left foot and allow the right knee to bend naturally.
- (2) On count two, turn to the right 180 degrees on the left heel and ball of the right foot, resuming the *Position of Attention*. Arms remain at the sides, as in the *Position of Attention*, throughout this movement (Figure 4-4, page 4-6).



Figure 4-4. About Face.

NOTE: Throughout these movements, the remainder of the body remains as in the *Position of Attention*.

4-4. HAND SALUTE

The *Hand Salute* is a one-count movement. The command is *Present*, **ARMS.** The *Hand Salute* may be executed while marching. When marching, only the soldier in charge of the formation salutes and acknowledges salutes. When double-timing, an individual soldier must come to *Quick Time* before saluting.

a. When wearing headgear with a visor (with or without glasses), on the command of execution **ARMS**, raise the right hand sharply, fingers and thumb extended and joined, palm facing down, and place the tip of the right forefinger on the rim of the visor slightly to the right of the right eye. The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front. The hand and

wrist are straight, the elbow inclined slightly forward, and the upper arm horizontal (1, Figure 4-5).

- b. When wearing headgear without a visor (or uncovered) and not wearing glasses, execute the *Hand Salute* in the same manner as previously described, except touch the tip of the right forefinger to the forehead near and slightly to the right of the right eyebrow (2, Figure 4-5).
- c. When wearing headgear without a visor (or uncovered) and wearing glasses, execute the *Hand Salute* in the same manner as previously described, except touch the tip of the right forefinger to that point on the glasses where the temple piece of the frame meets the right edge of the right brow (3, Figure 4-5).
- d. *Order Arms* from the *Hand Salute* is a one-count movement. The command is *Order*, **ARMS**. On the command of execution **ARMS**, return the hand sharply to the side, resuming the *Position of Attention*.
- e. When reporting or rendering courtesy to an individual, turn the head and eyes toward the person addressed and simultaneously salute. In this situation, the actions are executed without command. The *Salute* is initiated by the subordinate at the appropriate time (six paces) and terminated upon acknowledgment. (See Appendix A for more information on saluting.)

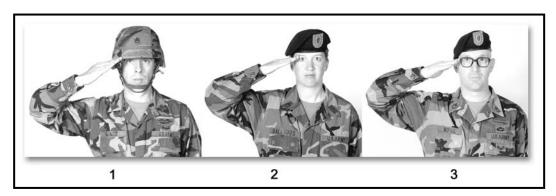


Figure 4-5. Hand Salute.

Section II. STEPS AND MARCHING

This section contains all of the steps in marching of the individual soldier. These steps should be learned thoroughly before proceeding to unit drill.

4-5. BASIC MARCHING INFORMATION

This basic marching information pertains to all marching movements.

- a. All marching movements executed from the *Halt* are initiated from the *Position of Attention*.
- b. Except for *Route Step March* and *At Ease March*, all marching movements are executed while marching at *Attention*. Marching at *Attention* is the combination of the *Position of Attention* and the procedures for the prescribed step executed simultaneously.
- c. When executed from the *Halt*, all steps except *Right Step* begin with the left foot. (See Chapter 3, paragraph 3-1a and paragraph 4-15a.)

- d. For short-distance marching movements, the commander may designate the number of steps forward, backward, or sideward by giving the appropriate command: *One step to the right (left)*, MARCH; or, *Two steps backward (forward)*, MARCH. On the command of execution MARCH, step off with the appropriate foot, and halt automatically after completing the number of steps designated. Unless otherwise specified, when directed to execute steps forward, the steps will be 30-inch steps.
- e. All marching movements are executed in the cadence of *Quick Time* (120 steps per minute), except the 30-inch step, which may be executed in the cadence of 180 steps per minute on the command *Double Time*, MARCH.
- f. A step is the prescribed distance from one heel to the other heel of a marching soldier.
 - g. All 15-inch steps are executed for a short distance only.

4-6. THE 30-INCH STEP

To march with a 30-inch step from the *Halt*, the command is *Forward*, MARCH.

- a. On the preparatory command *Forward*, shift the weight of the body to the right foot without noticeable movement. On the command of execution **MARCH**, step forward 30 inches with the left foot and continue marching with 30-inch steps, keeping the head and eyes fixed to the front. The arms swing in a natural motion, without exaggeration and without bending at the elbows, approximately 9 inches straight to the front and 6 inches straight to the rear of the trouser seams. Keep the fingers curled as in the *Position of Attention so* that the fingers just clear the trousers.
- b. To *Halt* while marching, the command *Squad (Platoon)*, **HALT** is given. The preparatory command *Squad (Platoon)* is given as either foot strikes the marching surface as long as the command of execution **HALT** is given the next time that **same foot** strikes the marching surface. The *Halt* is executed in two counts. After **HALT** is commanded, execute the additional step required after the command of execution and then bring the trail foot alongside the lead foot, assuming the *Position of Attention* and terminating the movement.

4-7. CHANGE STEP

This movement is executed automatically whenever a soldier finds himself out of step with all other members of the formation. It is only executed while marching forward with a 30-inch step. To change step, the command *Change Step*, MARCH is given as the right foot strikes the marching surface. On the command of execution MARCH, take one more step with the left foot, then in one count place the right toe near the heel of the left foot and step off again with the left foot. The arms swing naturally. This movement is executed automatically whenever a soldier finds himself out of step with all other members of the formation.

4-8. MARCHING TO THE REAR

This movement is used to change the direction of a marching element 180 degrees in a uniform manner. It is only executed while marching forward with a 30-inch step. To *March to the Rear*, the command *Rear*, MARCH is given as the right foot strikes the marching surface. On the command of execution MARCH, take one more step with the left foot, pivot 180 degrees to the right on the balls of both feet, and step off in the new

direction taking a 30-inch step with the trail foot. Do not allow the arms to swing outward while turning.

4-9. REST MOVEMENT, 30-INCH STEP

Rest movements with the 30-inch step include At Ease March and Route Step March.

- a. At Ease March. The command At Ease, MARCH is given as either foot strikes the marching surface. On the command of execution MARCH, the soldier is no longer required to retain cadence; however, silence and the approximate interval and distance are maintained. Quick Time, MARCH and Route Step, MARCH are the only commands that can be given while marching at ease.
- b. **Route Step March.** Route Step March is executed exactly the same as At Ease March except that the soldier may drink from his canteen and talk.

NOTE: To change the direction of march while marching at *Route Step* or *At Ease March*, the commander informally directs the lead element to turn in the desired direction. Before precision movements may be executed, the unit must resume marching in cadence. The troops automatically resume marching at *Attention* on the command *Quick Time*, MARCH, as the commander reestablishes the cadence by counting for eight steps. If necessary, soldiers individually execute change step to get back in step with the unit.

4-10. THE 15-INCH STEP, FORWARD/HALF STEP

Use the following procedures to execute the 15-inch step, forward/half step.

- a. To march with a 15-inch step from the *Halt*, the command is *Half step*, **MARCH.** On the preparatory command *Half step*, shift the weight of the body to the right foot without noticeable movement. On the command of execution **MARCH**, step forward 15 inches with the left foot and continue marching with 15-inch steps. The arms swing as in marching with a 30-inch step.
- b. To alter the march to a 15-inch step while marching with a 30-inch step, the command is *Half step*, **MARCH**. This command may be given as either foot strikes the marching surface. On the command of execution **MARCH**, take one more 30-inch step and then begin marching with a 15-inch step. The arms swing as in marching with a 30-inch step.
- c. To resume marching with a 30-inch step, the command *Forward*, **MARCH** is given as either foot strikes the marching surface. On the command of execution **MARCH**, take one more 15-inch step and then begin marching with a 30-inch step.
- d. The *Halt* while marching at the *Half Step* is executed in two counts, the same as the *Halt* from the 30-inch step.
- e. While marching at the *Half Step*, the only commands that may be given are: *Mark Time*, MARCH; *Forward*, MARCH; *Normal Interval*, MARCH; and HALT.

4-11. MARCHING IN PLACE

To march in place, use the following procedures.

a. To march in place, the command *Mark Time*, MARCH is given as either foot strikes the marching surface and only while marching with a 30-inch or 15-inch step forward. On the command of execution MARCH, take one more step, bring the trailing

foot alongside the leading foot, and begin to march in place. Raise each foot (alternately) 2 inches off the marching surface; the arms swing naturally, as in marching with a 30-inch step forward.

NOTE: While marking time in formation, the soldier adjusts position to ensure proper alignment and cover. The proper distance between soldiers while marching is one arm's length plus 6 inches (approximately 40 inches).

- b. To resume marching with a 30-inch step, the command *Forward*, **MARCH** is given as either foot strikes the marching surface. On the command of execution **MARCH**, take one more step in place and then step off with a 30-inch step.
- c. The *Halt* from *Mark Time* is executed in two counts, basically the same as the *Halt* from the 30-inch step.

4-12. THE 15-INCH STEP, RIGHT/LEFT

To march with a 15-Inch Step Right (Left), use the following procedures:

- a. To march with a 15-Inch Step Right (Left), the command is Right (Left) Step, MARCH. The command is given only while at the halt. On the preparatory command of Right (Left) Step, shift the weight of the body without noticeable movement onto the left (right) foot. On the command of execution MARCH, bend the right knee slightly and raise the right foot only high enough to allow freedom of movement. Place the right foot 15 inches to the right of the left foot, and then move the left foot (keeping the left leg straight) alongside the right foot as in the Position of Attention. Continue this movement, keeping the arms at the sides as in the Position of Attention.
- b. To *Halt* when executing *Right* or *Left Step*, the command is *Squad (Platoon)*, **HALT**. This movement is executed in two counts. The preparatory command is given when the heels are together; the command of execution **HALT** is given the next time the heels are together. On the command of execution **HALT**, take one more step with the lead foot and then place the trailing foot alongside the lead foot, resuming the *Position of Attention*.

4-13. THE 15-INCH STEP, BACKWARD

To march backward using the 15-inch step, use the following procedures:

- a. To march with a 15-Inch Step Backward, the command is Backward, MARCH. The command is given only while at the Halt. On the preparatory command Backward, shift the weight of the body without noticeable movement onto the right foot. On the command of execution MARCH, take a 15-inch step backward with the left foot and continue marching backward with 15-inch steps. The arms swing naturally.
- b. The *Halt* from *Backward March* is executed in two counts, basically the same as the *Halt* from the 30-inch step.

4-14. THE 30-INCH STEP, DOUBLE TIME

To *Double-Time* using the 30-inch step, use the following procedures:

a. To march in the cadence of 180 steps per minute with a 30-inch step, the command is *Double Time*, MARCH. It may be commanded while at the *Halt* or while marching at *Ouick Time* with a 30-inch step.

- b. When at the *Halt* and the preparatory command *Double Time* is given, shift the weight of the body to the right foot without noticeable movement. On the command of execution **MARCH**, raise the forearms to a horizontal position, with the fingers and thumbs closed, knuckles out, and simultaneously step off with the left foot. Continue to march with 30-inch steps at the cadence of *Double Time*. The arms swing naturally to the front and rear with the forearms kept horizontal. (When armed, soldiers will come to *Port Arms* on receiving the preparatory command of *Double Time*.) Guides, when at *Sling Arms*, will *Double-Time* with their weapons at *Sling Arms* upon receiving the directive **GUIDE ON LINE**.
- c. When marching with a 30-inch step in the cadence of *Quick Time*, the command **Double Time**, **MARCH** is given as either foot strikes the marching surface. On the command of execution **MARCH**, take one more 30-inch step at *Quick Time*, and step off with the trailing foot, double-timing as previously described.
- d. To resume marching with a 30-inch step at *Quick Time*, the command *Quick time*, **MARCH** is given as either foot strikes the marching surface. On the command of execution **MARCH**, take two more 30-inch steps at *Double Time*, lower the arms to the sides, and resume marching with a 30-inch step at *Quick Time*.

NOTE: Quick Time, Column Half Left (Right), and Column Left (Right) are the only movements that can be executed while double-timing. Armed troops must be at *Port Arms* before the command **Double Time**, **MARCH** is given.

4-15. FACING IN MARCHING

Facings in Marching from the Halt are important parts of the following movements: alignments, column movements, inspecting soldiers in ranks, and changing from Normal Interval to Double Interval or Double Interval to Normal Interval.

- a. For instructional purposes only, the command *Face to the Right (Left) in Marching*, MARCH may be used to teach the individual to execute the movement properly. On the preparatory command *Face to the Right (Left) in Marching*, shift the weight of the body without noticeable movement onto the right foot. On the command of execution MARCH, pivot to the right (left) on the ball of the right foot (90 degrees) and step off in the indicated direction with the left foot. Execute the pivot and step in one count, and continue marching in the new direction. (See paragraph 4-5c and Chapter 3, paragraph 3-1a.)
- b. Facing to the Half-Right (Half-Left) in Marching from the Halt is executed in the same manner as Facing to the Right (Left) in Marching from a Halt, except the facing movement is made at a 45-degree angle to the right (left).
- c. The *Halt* from *Facing in Marching* is executed in two counts, the same as the *Halt* from the 30-inch step.

CHAPTER 6 SQUAD DRILL

The [soldiers] must learn to keep their ranks, to obey words of command, and signals by drum and trumpet, and to observe good order, whether they halt, advance, retreat, are upon a march, or engaged with an enemy.

Niccolo Machiavelli: Arte della Guerra, 1520

Section I. FORMATIONS AND MOVEMENTS

This section describes the formations and movements of a squad. Individual drill movements and the manual of arms are executed as previously prescribed while performing as a squad member.

6-1. BASIC INFORMATION

The squad has two prescribed formations—line and column. However, the squad may be formed into a column of twos from a column formation. When the squad is in line, squad members are numbered from right to left; when in column, form front to rear. The squad normally marches in column, but for short distances it may march in line.

When the squad drills as a separate unit, the squad leader carries his weapon at *Sling Arms*. When the squad is in a line formation, the squad leader assumes a post three steps in front of and centered on the squad; when in a column or a column of twos, three steps to the left and centered on the squad. When the squad drills as part of a larger unit, the squad leader occupies the number one (base) position of the squad. He carries his weapon in the same manner as prescribed for other riflemen in the squad.

6-2. FORMING THE SQUAD

The squad normally forms in a line formation; however, it may re-form in column when each member can identify his exact position (equipment grounded) in the formation (Figure 6-1, page 6-2).

- a. To form at normal interval, the squad leader comes to the *Position of Attention* and commands **FALL IN.** On the command **FALL IN,** the following actions occur simultaneously:
 - (1) Each member double-times to his position in the formation.
- (2) The right flank man positions himself so that when the squad is formed it is three steps in front of and centered on the squad leader.
- (3) The right flank man comes to the *Position of Attention* and raises his left arm laterally at shoulder level, elbow locked, fingers and thumb extended and joined, and palm facing down. He ensures that the left arm is in line with the body.
- (4) The man to the immediate left of the right flank man comes to the *Position of Attention*, turns his head and eyes to the right, and raises his left arm in the same manner as the right flank man. He obtains proper alignment by taking short steps forward or backward until he is on line with the right flank man. He then obtains exact interval by taking short steps left or right until his shoulder touches the extended fingertips of the right flank man. As soon as the man to the left has obtained *Normal Interval*, each man

individually lowers his arm to his side, sharply turns his head and eyes to the front, and assumes the *Position of Attention*.

- (5) The right flank man then sharply returns to the *Position of Attention*.
- (6) All other members of the squad form in the same manner except that the left flank man does not raise his left arm.

NOTE: The right flank man raises his arm and looks straight to the front unless the squad is to align on an element to its right. If he is to align on an element to the right he turns his head and eyes to the right and aligns himself with that element.

b. To form at *Close Interval*, the formation is completed in the manner prescribed for *Normal Interval*, except that the command is *At Close Interval*, FALL IN. Squad members obtain *Close Interval* by placing the heel of the left hand on the left hip even with the waist, fingers and thumb joined and extended downward, and with the elbow in line with the body and touching the arm of the man to the left.

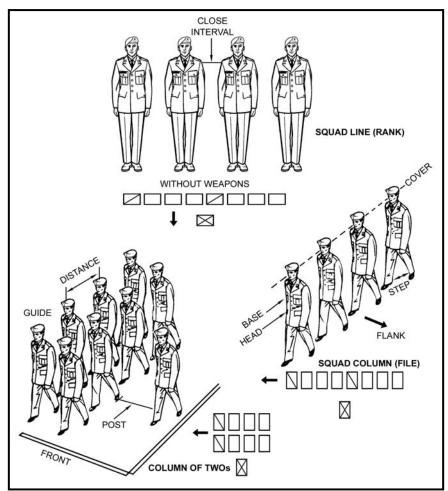


Figure 6-1. Squad formation.

c. To form in column, the squad leader faces the proposed flank of the column and commands *In Column*, FALL IN. On the command of execution FALL IN, squad members double-time to their original positions (grounded equipment) in formation and cover on the man to their front.

NOTE: The correct distance between soldiers in column formation is approximately 36 inches. This distance is one arm's length plus 6 inches

d. When armed, squad members fall in at *Order Arms* or *Sling Arms*. For safety, the commands *Inspection*, **ARMS**; *Ready*, *Port*, **ARMS**; and *Order (Sling)*, **ARMS** are commanded at the initial formation of the day or when the last command is **DISMISSED** (Figure 6-1).

6-3. COUNTING OFF

The squad may count off in line or column formation. The command is *Count*, OFF.

- a. When the squad is in a line formation, the counting is executed from right to left. On the command of execution **OFF**, each member, except the right flank man, turns his head and eyes to the right, and the right flank man counts off "**ONE**." After the man on the right counts off his number, the man to his left counts off with the next higher number and simultaneously turns his head and eyes to the front. All the other members execute count off in the same manner until the entire squad has counted off.
- b. When the squad is in column formation, the counting is executed from front to rear. On the command of execution **OFF**, the soldier at the head of the column turns his head and eyes to the right and counts over his shoulder, "**ONE**." After counting off his number, he immediately comes to the *Position of Attention*. All other members count their numbers in sequence in the same manner as the number one man; the last man in the file does not turn his head and eyes to the right.

6-4. CHANGING INTERVAL WHILE IN LINE

To change interval while in line, use the following procedures:

- **NOTE:** To ensure that each member understands the number of steps to take, the squad leader should command *Count*, **OFF** before giving any commands that cause the squad to change interval. Members do not raise their arms when changing interval.
- a. To obtain *Close Interval* from *Normal Interval*, the command is *Close Interval*, **MARCH.** On the command of execution **MARCH**, the right flank man (number one man) stands fast. All men to the left of the number one man execute *Right Step March*, take one step less than their number (for example, number five man takes four steps), and *Halt*.
- **NOTE:** The squad leader takes the correct number of steps to maintain his position of three steps in front of and centered on the squad.

- b. To obtain *Normal Interval* from *Close Interval*, the command is *Normal Interval*, **MARCH.** On the command of execution **MARCH**, the right flank man stands fast. All men to the left of number one man execute *Left Step March*, take one step less than their number (for example, number nine man takes eight steps), and *Halt*.
- c. To obtain *Double Interval* from *Normal Interval*, the command is *Double Interval*, MARCH. On the command of execution MARCH, the right flank man stands fast. All men to the left of number one man face to the left as in marching, take one 30-inch step less than their number (for example, number seven man takes six steps), *Halt*, and execute *Right Face*.
- d. To obtain *Normal Interval* from *Double Interval*, the command is *Normal Interval*, MARCH. On the command of execution MARCH, the right flank man stands fast. All men to the left of the number one man face to the right as in marching, take one 30-inch step less than their number (for example, number three man takes two steps), *Halt*, and execute *Left Face*.

6-5. ALIGNING THE SQUAD

To align the squad, use the following procedures:

NOTE: The squad leader commands the squad to the appropriate interval before giving the command for alignment.

a. To align the squad at *Normal Interval*, the commands are *Dress Right*, **DRESS** and *Ready*, **FRONT**. These commands are given only when armed soldiers are at *Order Arms* or *Sling Arms*. On the command of execution **DRESS**, the right flank man stands fast. Each member, except the right flank man, turns his head and eyes to the right and aligns himself with the man on his right. Each member, except the left flank man, extends his left arm laterally at shoulder level, elbow locked, fingers and thumb extended and joined, palm facing down. He ensures his left arm is in line with his body and positions himself by short steps right or left until his right shoulder touches the fingertips of the man on his right. On the command of execution **FRONT**, each member returns sharply to the *Position of Attention* (Figure 6-2).

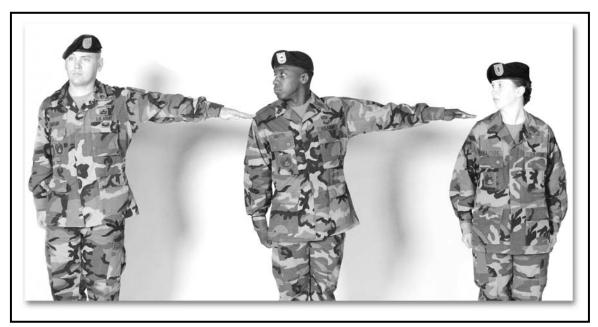


Figure 6-2. Alignment (Normal Interval).

NOTE: If the squad leader wants exact alignment, on the command of execution **DRESS**, he faces to the *Half Left* in marching and marches by the most direct route to a position on line with the squad, halts one step from the right flank man, and faces down the line. From his position, he verifies the alignment of the squad, directing the men to move forward or backward, as necessary, calling them by name or number: "*Private Jones, forward 2 inches,*" "*Number eight, backward 4 inches.*" The squad leader remains at attention, taking short steps to the right or left as necessary to see down the squad. Having aligned the squad, he centers himself on the right flank man by taking short steps left or right. He then faces to the *Half Right* in marching, returns to his position (center of the squad), halts perpendicular to the formation, faces to the left, and commands *Ready*, **FRONT**. These procedures also apply when aligning the squad at close or *Double Interval*.

b. To align the squad at *Close Interval*, the commands are *At Close Interval*, *Dress Right*, **DRESS** and *Ready*, **FRONT**. The movement is executed in the same manner prescribed for alignment at *Normal Interval* except that the squad members obtain *Close Interval* (Figure 6-3, page 6-6).



Figure 6-3. Alignment (Close Interval).

- c. To align the squad at *Double Interval*, the commands are *At Double Interval*, *Dress Right*, **DRESS** and *Ready*, **FRONT**. These commands are given only when the troops are unarmed or at *Sling Arms*. On the command of execution **DRESS**, each member (except the right flank man) turns his head and eyes to the right and aligns himself on the man on his right. At the same time, each member (except the right and left flank men) extends both arms and positions himself by short steps right or left until his fingertips are touching the fingertips of the members on his right and left. (The right flank man raises his left arm; the left flank man raises his right arm.)
- d. To align the squad in column, the commands are **COVER** and **RECOVER**. On the command **COVER**, each member (except the number one man) raises his left arm to a horizontal position, elbow locked, fingers and thumb extended and joined, palm facing down, and obtains an arm's length plus about 6 inches (from the fingertips) to the back of the man to his front. At the same time, each man aligns himself directly behind the man to his front. To resume the *Position of Attention*, the command **RECOVER** is given. On this command, each member sharply returns to the *Position of Attention*.

6-6. MARCHING THE SQUAD

To march the squad, use the following procedures:

- a. For short distances only, the squad may be marched forward while in a line formation.
 - b. When marching long distances, the squad is marched in column.
- c. To form a column formation from a line formation, the command is *Right*, **FACE**.
- d. When a column formation is originated from a line formation at *Close Interval*, the squad may be marched for short distances at the *Half Step* with less than correct distance. To obtain correct distance while marching with less than correct distance, the

command is *Extend*, MARCH. On the command of execution MARCH, the number one man takes one more 15-inch step and then steps off with a 30-inch step. Each squad member begins marching with a 30-inch step at the approximate point where the number one man stepped off, or as soon as correct distance has been obtained.

NOTE: See Chapter 4 for more information on marching movements.

6-7. CHANGING THE DIRECTION OF A COLUMN

To change the direction of a column, use the following procedures:

- a. From the *Halt*, the command to start the squad in motion and simultaneously change the direction of march 90 or 45 degrees is *Column Right (Left)*, MARCH or *Column Half Right (Left)*, MARCH. On the command of execution MARCH, the lead man faces to the right (left) as in marching by pivoting to the right (left) on the ball of the right foot and steps off in the indicated direction taking a 30-inch step with the left foot and continues to march. The number two man adjusts his step by lengthening or shortening as necessary to reach the approximate pivot point of the lead man. When he reaches the approximate pivot point of the lead man, he pivots to the right (left) on the ball of the lead foot taking a 30-inch step with the trail foot in the new direction. All other members step off with the left foot and continue to march forward taking 30-inch steps and execute in the same manner as the number two man in approximately the same place until the entire squad has executed the column movement.
- b. To change the direction of march 90 or 45 degrees when marching, the preparatory command *Column Right (Left)* or *Column Half Right (Half Left)* is given as the foot (in the desired direction) strikes the marching surface. The command of execution MARCH is given the next time the foot in the desired direction strikes the marching surface. On the command of execution MARCH, the lead man takes one additional step, pivots in the commanded direction as the pivot foot strikes the marching surface, and continues to march in the new direction. Other members continue to march forward and execute the pivot as prescribed from the *Halt*.
- c. To avoid an obstacle in the line of march, the squad leader directs, **INCLINE LEFT(RIGHT).** The lead man inclines left(right) around the obstacle and resumes the original direction. All other members follow the lead man.

6-8. MARCHING TO THE FLANK

The squad may be marched to the flank (for short distances only) when marching in column. The command for this movement is **Right (Left) Flank**, **MARCH**. The preparatory command is given as the foot in the desired direction strikes the marching surface, and the command of execution is given the next time the foot in the desired direction strikes the marching surface. On the command of execution **MARCH**, all members take one more step, pivot 90 degrees in the commanded direction on the ball of the lead foot, and step off in the new direction with the trailing foot. As the members begin to march in the new direction, they glance out of the corner of the right eye and dress to the right.

6-9. FORMING A COLUMN OF TWOS AND RE-FORMING

To form a column of twos and re-form, use the following procedures:

- a. Forming a column of twos from a file is executed only from the *Halt*. The command is *Column of Twos to the Right (Left)*, MARCH. On the preparatory command, the lead team leader commands **STAND FAST**. The trailing team leader commands *Column Half Right (Left)*. On the command of execution **MARCH**, the trailing team leader executes a *Column Half Right (Left)*, inclines to the left or right when the correct interval is obtained, and commands *Mark time*, **MARCH** and *Team*, **HALT** to *Halt* abreast of the lead team leader.
- b. Forming a file from a column of twos is executed only from the *Halt*. The command is *File from the Left (Right)*, MARCH. On the preparatory command, the lead team leader commands **FORWARD**. The trailing team leader commands **STAND FAST**. On the command of execution MARCH, the lead team marches forward. The trailing team leader commands *Column Half Left (Right)* when the second man from the rear of the lead team is abreast. He gives the command MARCH when the last man of the lead team is abreast of him and his right foot strikes the marching surface. He then inclines right or left to follow the lead team at the correct distance.

NOTE: Commands are given over the team leader's right shoulder if the direction of movement is to the right or if the team is following an element to its right. Commands are given over the left shoulder if the direction of movement is to the left or if the team is following an element to its left.

6-10. DISMISSING THE SQUAD

The squad is dismissed with the members at *Attention*. With armed troops, the commands are *Inspection*, ARMS; *Ready*, *Port*, ARMS; *Order* (*Sling*), ARMS; and DISMISSED. With unarmed troops, the command is DISMISSED.

NOTE: Unless otherwise stated (by the person in charge in his instructions before the command **DISMISSED**), the command **DISMISSED** terminates only the formation, not the duty day (AR 310-25).

Section II. STACK AND TAKE ARMS (M16-SERIES RIFLE)

The squad members execute *Stack Arms* from their positions in line formation (at *Normal Interval*) from *Order Arms*. When in line formation, the squad leader commands *Count*, **OFF** and then designates the stack men by numbers (2-5-8).

- **NOTES:** 1. M4-series carbines are not compatible with the M16-series rifles when stacking arms. The two types of weapons must be stacked separately or grounded in a manner that will not damage the sights. (See Appendix D for a detailed explanation of stack arms and take arms for the M4-series carbine.)
 - 2. When the squad is part of a larger unit, stack arms may be executed in a column formation (when the formation consists of three or more files and the squads are at normal interval). Second or third squad is designated as the stack squad.

6-11. PREPARE SLINGS

After the stack men are designated, the squad leader commands *Prepare*, **SLINGS**. On the command of execution **SLINGS**, each stack man (or stack squad) grasps the barrel of his rifle with the right hand and raises the rifle vertically. With his left hand, he places the rifle butt on his right hip and cradles the rifle in the crook of his right arm. Using both hands, he adjusts the sling keeper so that a 2-inch loop is formed from the sling keeper to the upper sling swivel. As soon as the loop is prepared, he returns to *Order Arms*.

6-12. STACK ARMS

When all stack men have returned to *Order Arms*, the squad leader commands *Stack*, **ARMS**.

- a. On the command of execution **ARMS**, each stack man grasps the barrel of his rifle with his right hand and places the rifle directly in front of and centered on his body with the sights to the rear. The rifle butt is placed on the marching surface so that the heel of the rifle butt is on line with the toes of his footgear. The stack man bends slightly forward at the waist and grasps his rifle with his left hand at the upper portion of the handguard (keeping the rifle vertical at all times). The first two fingers of the left hand hold the inner part of the loop against the rifle. The stack man reaches across the front of the rifle with his right hand, grasps the outer part of the loop, and holds it open for insertion of other rifles.
- b. On the command of execution **ARMS**, the men to the right and left of the stack man perform the following movements simultaneously:
- (1) The man on the stack man's right grasps the barrel of his rifle with his right hand and raises and centers his rifle with the magazine well facing to the front, wrist held shoulder high, elbow locked. With his left hand, he then grasps the handguard (midway), releases his right hand, and regrasps the rifle at the small of the stock. He lowers both arms, with elbows locked (holding the rifle in a horizontal position with the muzzle to the left and the magazine well to the front).
- (2) The man on the stack man's left grasps the barrel of the rifle with his right hand and raises and centers his rifle with magazine well facing to the front, wrist held shoulder high, elbow locked. Using his left hand, he then grasps the rifle at the small of the stock, releases the right hand, and regrasps the handguard midway. He then lowers both arms, with elbows locked holding the rifle in a horizontal position with the muzzle to the right and magazine well to the front.
- c. As soon as the stack man has placed his rifle in position, both men move the foot nearest the stack man half way (Half Right or Half Left) toward the stack man. The man on the stack man's left inserts the muzzle of his rifle into the loop to a point about halfway between the flash suppressor and the front sight assembly. He holds his rifle in this position until the man on the stack man's right inserts the muzzle of his rifle in a similar manner and above the other rifle muzzle.
- d. Without moving the feet, both riflemen swing the butt of their rifles out and then down to the marching surface, making the stack tight with the rifle butts on line and about 2 feet from the base line. When the stack has been completed, all three men resume the *Position of Attention*.
- e. Additional rifles are passed to the nearest stack on the right (right or left if stacked in column). The men with additional rifles grasp the rifle barrel with the right

hand and raise the rifle vertically with the magazine well to the front, wrist held shoulder high, elbow locked, and right arm extended to the right front. Throughout the pass, the rifle is held vertical with the magazine well to the front.

- (1) The man to the left of the stack man then grasps the rifle midway at the handguard with his left hand. The man passing the additional rifle then releases the rifle and sharply returns to the *Position of Attention*. The man to the left of the stack man then moves the rifle to the right until it is centered on his body, and he grasps the rifle barrel with his right hand, wrist held shoulder high and elbow locked. He then releases the left hand and sharply returns his left hand to the left side as in the *Position of Attention*. He then moves the rifle to his right front.
- (2) The stack man receives the rifle and centers it in the same manner as previously described. The man to the left of the stack man sharply returns to the *Position of Attention* after he releases the rifle. Once the stack man has centered the rifle and grasped the barrel with the right hand, he bends forward at the waist and places the rifle in the stack so that it is secure (without damaging the front sight assembly). If there are two additional rifles, the second rifle is passed in the same manner as the first.

NOTE: See Appendix B for a figure showing *Stack Arms* using the M4-series carbine.

6-13. TAKE ARMS

To *Take Arms*, the command is *Take*, ARMS. On the command of execution ARMS, the men return the additional rifles in the same manner as the rifles were received. The stack man secures the stack and holds the loop in the same manner as for stacking rifles. The men on the left and right step toward the stack man in the same manner as when stacking arms. Each man reaches down and regrasps his rifle (one hand at the small of the stock and one hand midway of the hanguard) and brings it to the horizontal position. The man on the right frees his rifle first and resumes *Order Arms*. The man on the left frees his rifle and resumes *Order Arms*. The stack man cradles his rifle and adjusts the sling and sling keeper to its original position and then resumes *Order Arms*.

GLOSSARY

Acronyms and Abbreviations

AR Army Regulation
ARNG Army National Guard
AWOL absent without leave

CAC Casualty Assistance Command casualty assistance officer

CD compact disk

COT commander of troops CQ charge of quarters

DOD Department of Defense

FM field manual

MOI memorandum of instruction

NCO noncommissioned officer

NCOIC noncommissioned officer in charge

NOK next of kin (graphics only)

OIC officer in charge

OSD Office of the Secretary of Defense; over, short, and damaged report

POC point of contact

Pvt private

RC Reserve Component

RSC Regional Support Command

SOP standing operating procedures

STARC state area command

U.S. United States

USAR U.S. Army Reserve

Definitions

alignment The arrangement of several elements on the same line

base The element on which a movement is planned or regulated.

cadence The uniform rhythm in which a movement is executed, or the

number of steps or counts per minute at which a movement is executed. Drill movements are normally executed at the cadence of quick time or double time. Quick time is the cadence of 120 counts or steps per minute; double time is the cadence of 180 counts or

steps per minute.

ceremonies Formations and movements in which a number of troops execute

movements in unison and with precision just as in drill; however, their primary value is to render honors, preserve tradition, and

stimulate esprit de corps.

commander

Person in charge.

cordon A line of soldiers to honor a dignitary upon entering or exiting

from a given place or vehicle.

cover Aligning oneself directly behind the man to one's immediate front

while maintaining correct distance.

depth The space from front to rear of a formation, including the front and

rear element.

directive An oral order given by a commander to direct or cause a

subordinate leader or lead element to take action.

distance The space between elements when the elements are one behind the

other. Between units, it varies with the size of the formation; between individuals, it is an arm's length to the front plus 6 inches, or about 36 inches, measured from the chest of one man to the

back of the man immediately to his front.

drill Certain movements by which a unit (or individuals) is moved in a

uniform manner from one formation to another, or from one place to another. Movements are executed in unison and with precision.

element An individual, squad, section, platoon, company, or larger unit

forming as part of the next higher unit.

file A column that has a front of one element.

flank The right or left side of any formation as observed by an element

within that formation.

formation The arrangement of elements of a unit in a prescribed manner:

line A formation in which the elements are side by side or abreast of

each other. In a platoon line, the members of each squad are

abreast of each other with the squads one behind the other.

column A formation in which the elements are one behind the other. In a

platoon column, the members of each squad are one behind the other, with the squads abreast of each other. To change a line formation to a column formation, the command is *Right*, FACE. To change a column formation to a line formation, the command is

Left, FACE.

Glossary-2

front The space from side to side of a formation, including the right and

left elements.

guide The person responsible for maintaining the prescribed direction

and rate of march.

head The leading element of a column.

interval

close The lateral space between soldiers, measured from right to left by

the soldier on the right placing the heel of his left hand on his hip, even with the top of the belt line, fingers and thumb joined and extended downward, with his elbow in line with the body and

touching the arm of the soldier to his left.

double The lateral space between soldiers, measured from right to left by

raising both arms shoulder high with the fingers extended and joined (palms down) so that fingertips are touching the fingertips

of the soldiers to the right and to the left.

normal The lateral space between soldiers, measured from right to left by

the soldier on the right holding his left arm shoulder high, fingers and thumb extended and joined, with the tip of his middle finger

touching the right shoulder of the soldier to his left.

PICAA five-step process used in all marching movements: P-preparatory

command, I-intermediate step, C-command of execution, A-action

step, and A-additional step

post The correct place for an officer or noncommissioned officer to

stand in a prescribed formation.

rank A line that is one element in depth.

re-form A command to restore the previous element or formation (used

only during drill instructions).

step The prescribed distance measured from one heel to the other heel

of a marching soldier.